

Advanced Microsoft PowerPoint 2016 Training



with examples and
hands-on exercises

WEBUCATOR

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Class Files

Download the class files used in this manual at

<https://static.webucator.com/media/public/materials/classfiles/PPT2016.2-1.1.2.zip>.

Errata

Corrections to errors in the manual can be found at

<https://www.webucator.com/books/errata/>.

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LESSON 1

Customizing Presentations

Topics Covered

- Themes.
- Background styles.
- Adding a footer.
- Adding a background image.
- Saving a custom theme.
- Arranging and printing sections.

Introduction

You can customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.



1.1. Applying a Theme

In PowerPoint 2016 you can apply predefined combinations of shapes, colors, fonts, and background styles, called *themes*, to your presentations. There are 40 built-in themes available.

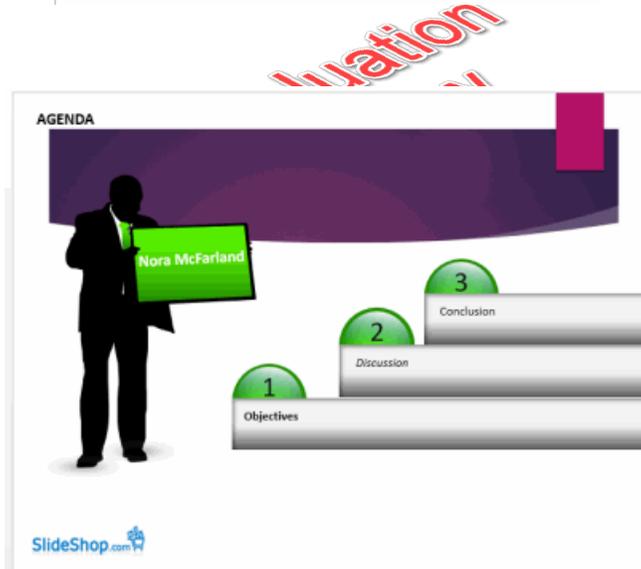
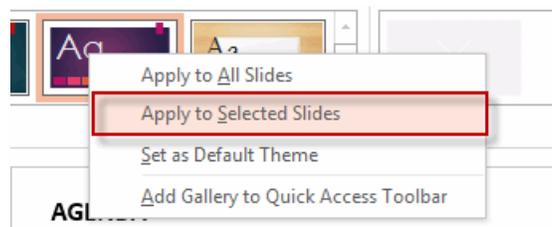
Themes are accessed on the **Design** tab in the **Themes** group.



❖ 1.1.1. Previewing and Selecting a Theme

To preview and select a theme:

1. Rest your mouse pointer over a thumbnail in the theme gallery.
2. Observe how the presentation will appear if you apply the theme to your presentation.
3. Apply the theme:
 - A. To select a theme and apply it to all slides, click it.
 - B. To apply a theme to certain selected slides only, select the slides, right-click the theme, and select **Apply to Selected Slides**.

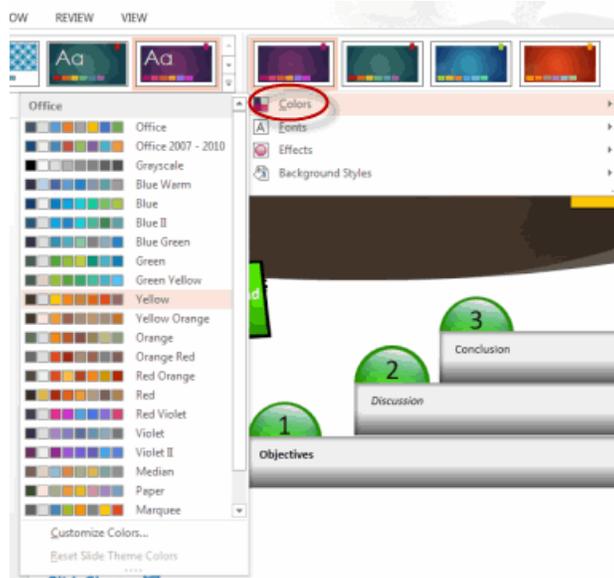


❖ 1.1.2. Customizing a Theme

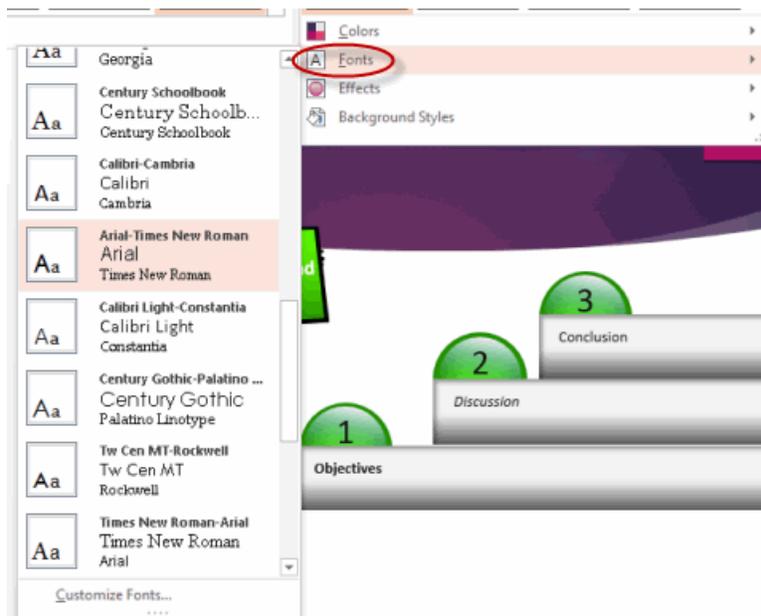
After you select a theme to apply to your presentation, you can customize it to give it the exact look and feel you want.

You can change the colors, fonts, and line and fill effects of a theme:

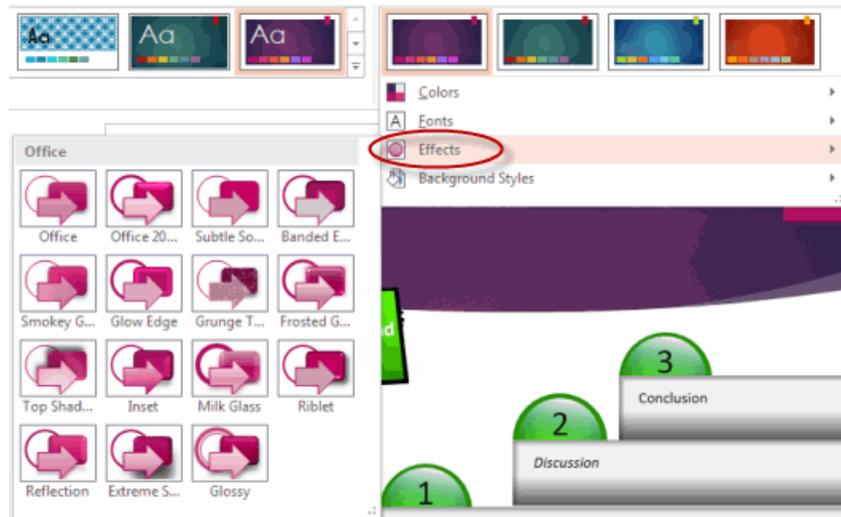
1. To change the theme colors, on the **Design** tab, in the **Variants** group, click the **More** arrow  and click **Colors** and select a color combination (in PowerPoint 2007/2010, these options are in the **Themes** group).



2. To change the theme fonts, on the **Design** tab, in the **Variants** group, click the **More** arrow and click **Fonts** and select a font pair (in PowerPoint 2007/2010, these options are in the **Themes** group).



3. To change theme effects, on the **Design** tab, in the **Variants** group, click the **More** arrow and click **Effects** and select an effect (in PowerPoint 2007/2010, these options are in the **Themes** group).



❖ 1.1.3. Saving a Custom Theme

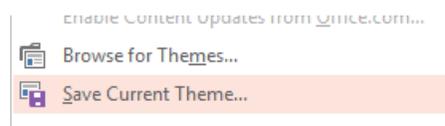
You can save custom themes to apply to future presentations. This makes it easy to give your presentations a consistent look and feel.

To save a custom theme:

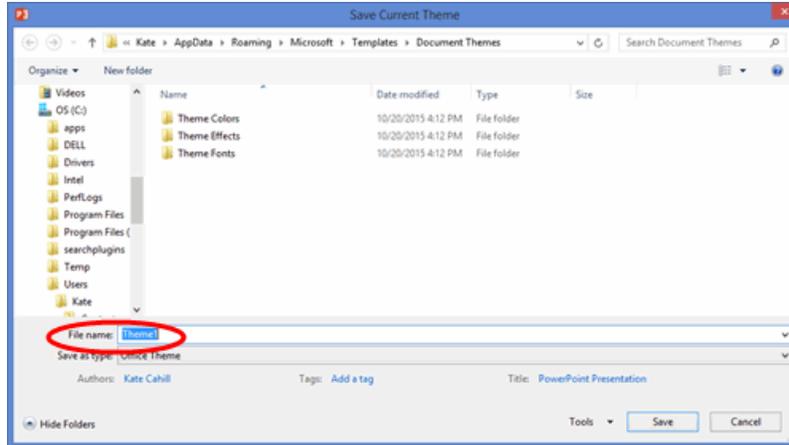
1. On the **Design** tab, in the **Themes** group, click the **More** drop-down arrow.



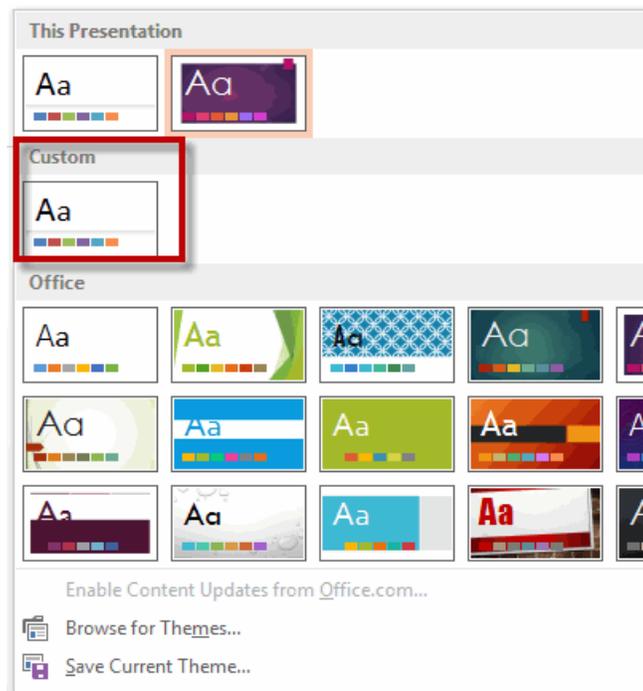
2. Select **Save Current Theme**.



3. In the **Save Current Theme** dialog box, name the theme by typing a file name in the **File name** field.



4. Click **Save**. The theme now appears in the **Custom** section of the theme gallery.

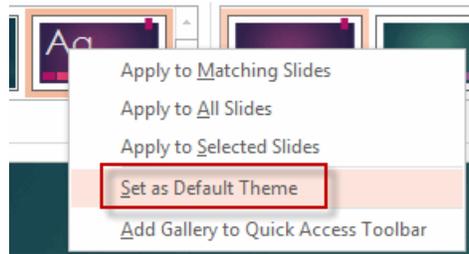


❖ 1.1.4. Setting a Default Theme

If you want to apply a particular theme to all your future presentations, you can make it your default theme. Creating a default theme saves time when creating future presentations.

To set a theme as the default theme:

1. Right-click the theme and select **Set as Default Theme**.

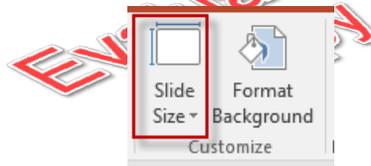


The theme will be applied to your future presentations until you select a different default theme.

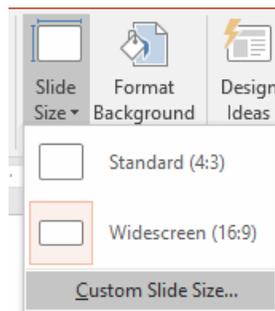
Changing Slide Size

You can customize the size of the slides in your presentation. To change slide size:

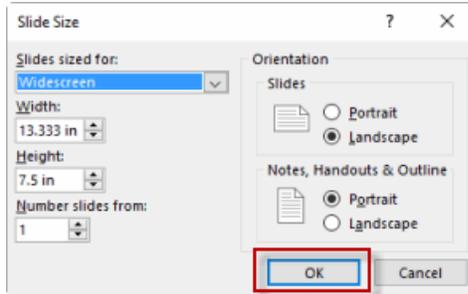
1. From the **Design** tab, in the **Customize** group, select **Slide Size**.



2. Select an option, or select **Custom Slide Size** to set the size.



3. If you select **Custom Slide Size**, select options in the **Slide Size** dialog box and then click **OK** to save the changes.



1.2. Applying a Background Style

Background styles are pictures and colors that you can apply to your PowerPoint presentation. Background options are located on the **Design** tab in the **Background** group.

❖ 1.2.1. Apply a Built-in Background Style

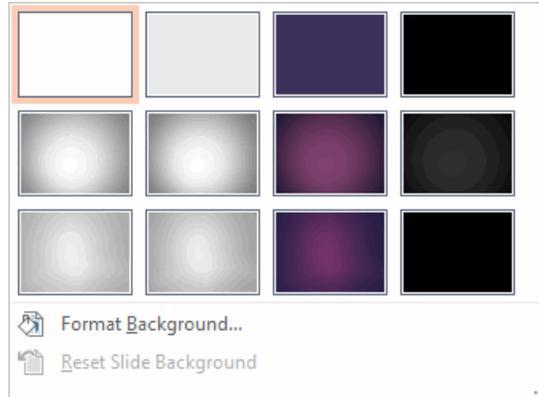
PowerPoint 2010 provides a few built-in background styles.

To apply a built-in background style:

1. On the **Design** tab, in the **Variants** group, click the **More** arrow and select **Background Styles** (in PowerPoint 2007/2010, these options are in the **Background** group).



2. To preview a background style, rest your mouse pointer on its thumbnail in the style gallery. The active slide displays the style.
3. To select a background style, click it.



❖ 1.2.2. Modify Slide Backgrounds

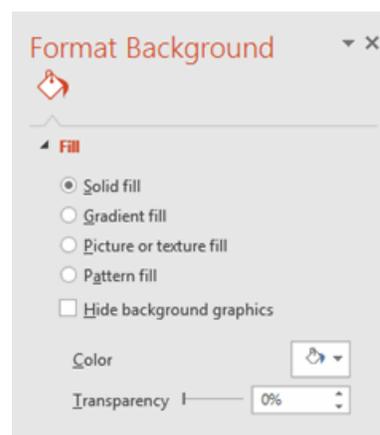
You can modify a slide background to customize it using the Format Background pane.

To access the Format Background pane:

1. Select the **Design** tab and from the Customize group, select **Format Background** to launch the Format Background pane.



2. Use the options in the pane to format your background, including shape and text options.

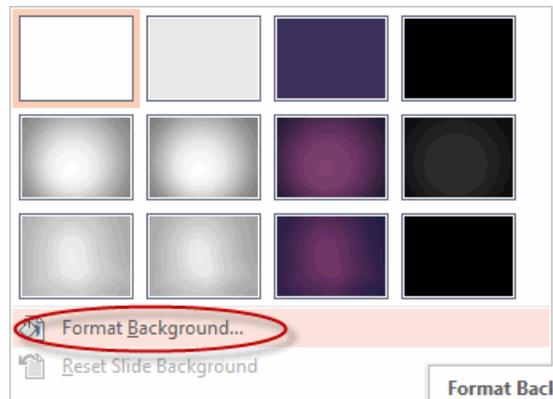


❖ 1.2.3. Create and Apply a Background Style

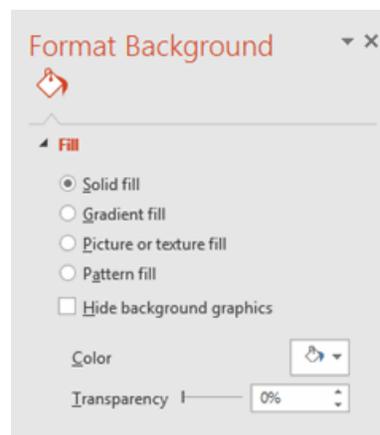
You can create and apply a custom background style to your presentations.

To create and apply a background style:

1. On the **Design** tab, in the **Variants** group, click the **More** arrow and then **Background Styles**, and select **Format Background** (in PowerPoint 2007/2010, these options are in the **Background** group, in the **Background Styles** option).



2. In the **Format Background** pane (dialog box in PowerPoint 2007/2010), you can choose fill options, including a color, pattern, or picture.



3. If you select the **Picture or texture fill** option on the **Fill** tab, you can make adjustments to your background using the options on the **Effects** and **Picture** tabs (these are named differently in PowerPoint 2007/2010).
4. By default, your background will be applied to the selected slide(s) only. To apply the background to all slides, click **Apply to All** before clicking **Close**.

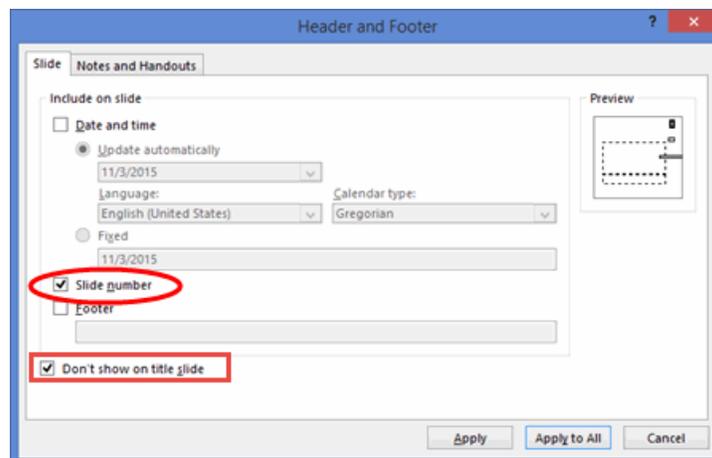


1.3. Adding a Footer

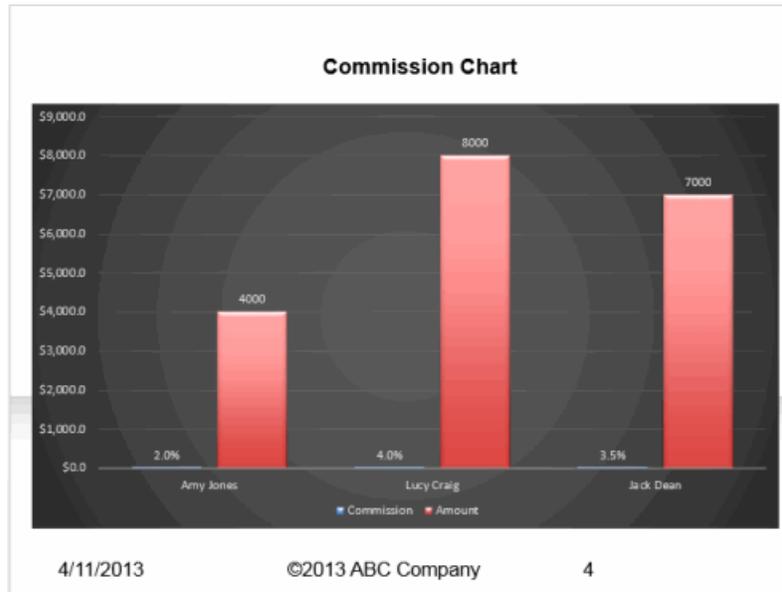
You can add a footer to slides to show date/time, slide number, and custom text.

To add a footer to slides:

1. On the **Insert** tab, in the **Text** group, click **Header & Footer**.
2. In the **Header and Footer** dialog box, on the **Slide** tab, indicate the information to include in the footer.
 - A. To include the date and time in the slide footer, mark the **Date and time** check box, select whether to **Update automatically** or to use a **Fixed** date, and then select the date/time format to use from the appropriate drop-down list.
 - B. To include the slide number in the footer, mark the **Slide number** check box.
 - C. To include custom text in the footer, mark the **Footer** check box and type the text in the associated field.
3. If you want to hide the footer on the first slide, mark the **Don't show on title slide** check box.



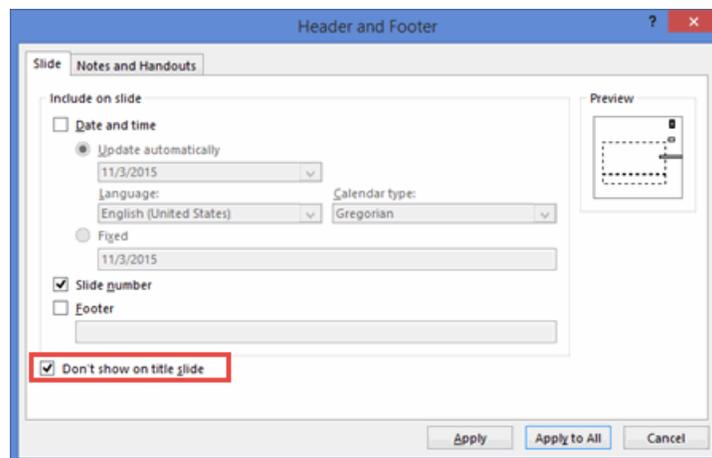
- Click **Apply to All** to apply the footer to all slides, or click **Apply** to apply it only to the selected slide(s).



❖ 1.3.1. Controlling Page Numbers

Using the footer, you can control how page numbers appear in your presentation.

To control page numbers, in the **Header and Footer** dialog box, on the **Slide** tab, select the **Don't show on title slide** if you would like page numbers to show beginning on the second slide, and then click **Apply**.



1.4. Arranging and Printing Sections

When managing a larger presentation, it may be useful to split it into sections. For example, you could arrange your presentation into an introduction, body, and closing. Please note that sections were a new feature of PowerPoint 2010, so if you are using PowerPoint 2007, you will not be able to utilize sections in your presentations.

❖ 1.4.1. Using Sections

To add sections to your presentation:

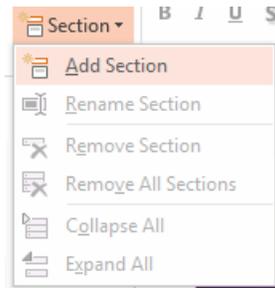
1. In the **Slides** pane, click in the area between the slides where you want to add a section break.



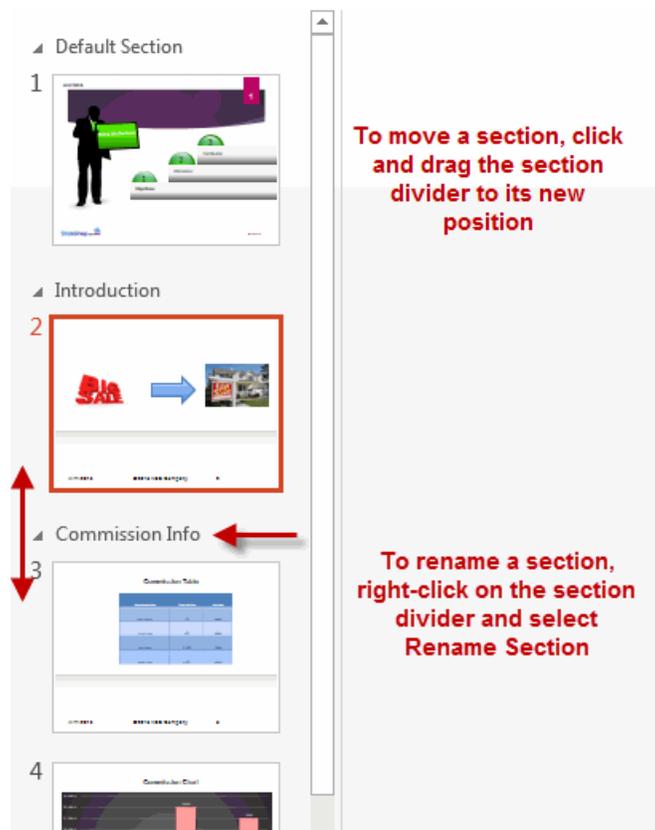
2. On the **Home** tab, in the **Slides** group, click **Section**.



3. Select **Add Section**.



You can rearrange sections and rename them in the **Slides** pane. To move sections, simply click and drag the sections in the **Slides** pane.

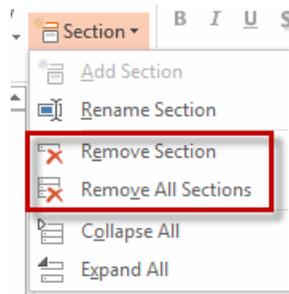


❖ 1.4.2. Removing Sections

To remove sections from your presentation:

1. On the **Home** tab, in the **Slides** group, click **Section**.

2. Select **Remove Section** or **Remove All Sections**.



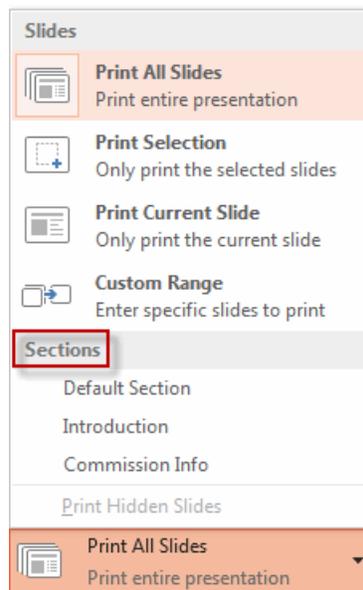
Alternately, you can right-click your slides in the **Slides** pane and select an option to remove sections.

❖ 1.4.3. Printing Sections

When printing in PowerPoint 2010, you can specify whether you want to print your entire presentation or just specific sections.

To print sections:

1. Select the **File** tab and click **Print**.
2. In the **Settings** area, click **Print All Slides** and select the section to print in the **Sections** area of the drop-down list.



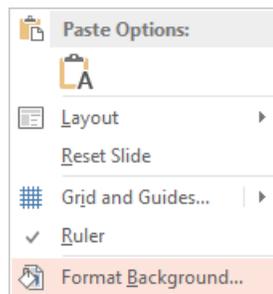
Exercise 1: Adding a Background Image

🕒 15 to 25 minutes

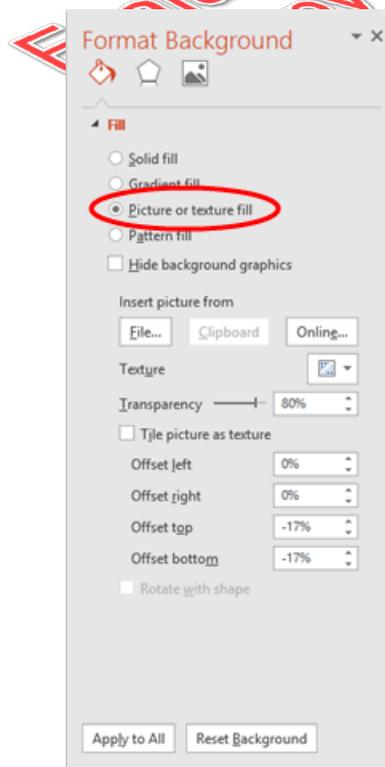
You can add a background image to a slide by adding a picture and making it transparent, so you can still add text on top of it.

To add a background image:

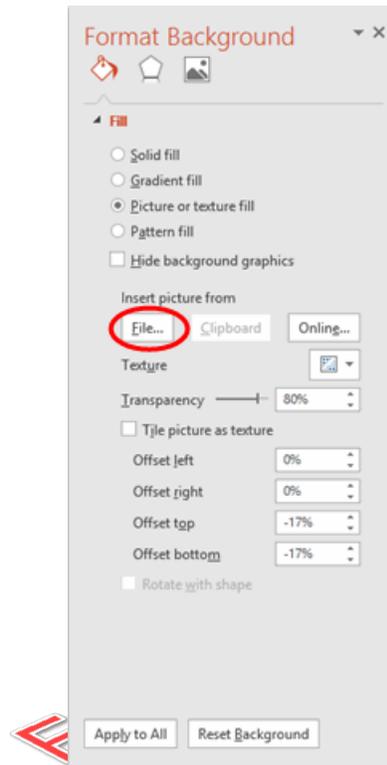
1. Right-click the slide and select **Format Background**.



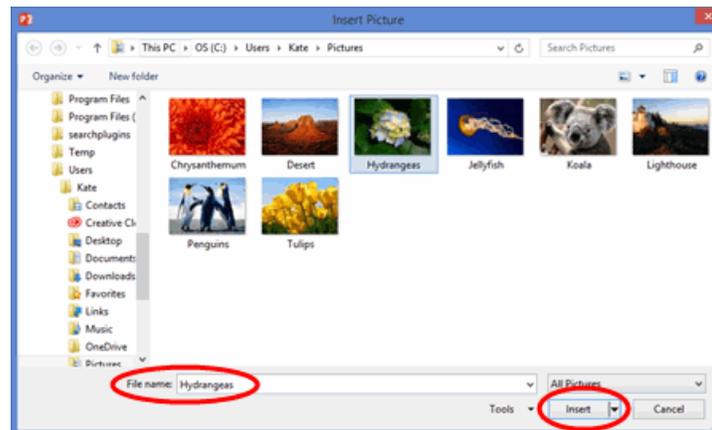
2. From the **Format Background** pane, select **Picture or texture fill**.



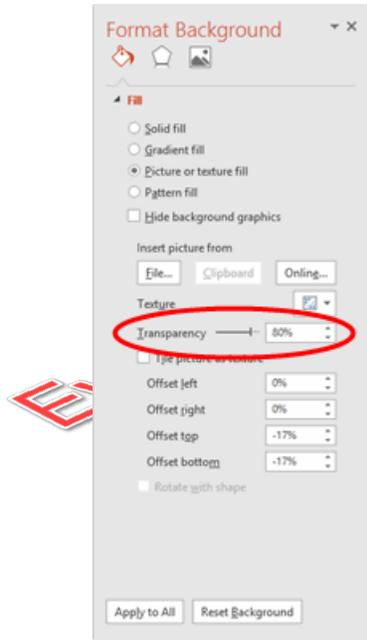
- From the **Insert picture from** section, select **File**.



- Navigate to the image and select Insert to insert it.



- Apply transparency by dragging the **Transparency** slider to the desired transparency.



Exercise 2: Customizing Your Presentation

 15 to 25 minutes

In this exercise, you will apply a theme and a background style to a presentation, as well as add sections.

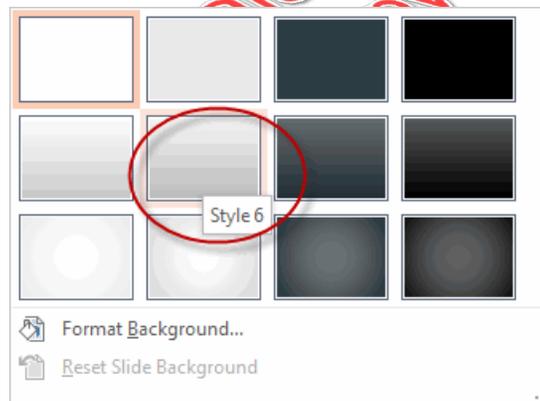
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Customizing Presentations/Exercises folder.
2. Apply the Facet theme to the presentation (if using PowerPoint 2007/2010, select a different theme to use).
3. Apply the Style 6 background to the slides.
4. Move the “Quarter 1 Info” section to the beginning of the presentation.
5. Save the presentation.

Solution

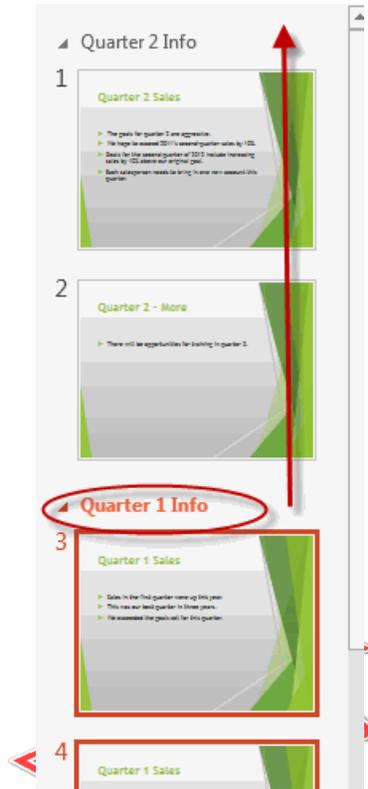
1. Open the presentation and select the **Design** tab.
2. On the **Design** tab, in the **Themes** group, click the **Facet** theme.



3. On the **Design** tab, in the **Variants** group, click the **More** arrow and select **Background Styles** and then select **Style 6** (in PowerPoint 2007/2010, this option is in the **Background** group).



4. In the **Slides** pane, click and drag the “Quarter 1 Info” section to the beginning of the presentation.



5. Save the presentation.

Conclusion

In this lesson, you learned:

- To apply a theme.
- To apply a background style.
- To add a footer.
- To add a background image.
- To save a custom theme.
- About arranging and printing sections of a presentation.

LESSON 2

Presentation Masters

Topics Covered

- Layouts.
- About formatting slide masters and slide layouts.
- Watermarks.
- Slide numbers.
- Inserting a new slide master.
- Preserving a slide master.
- Modifying the notes master.
- Modifying the handout master.
- Adding a header and footer to notes and handouts.

Introduction

PowerPoint's slide masters establish the theme and layouts available in a presentation. The main benefit of using slide masters is the ability to make changes in one place that affect some or all of the slides in your presentation. PowerPoint also provides notes masters and handout masters to help you lay out and format supplementary materials.



2.1. Working with the Slide Master

The slide master is the top slide in Slide Master view. The smaller slides below are the slide layouts associated with the slide master.

When in Slide Master view, the **Slide Master** tab is visible. It contains the following groups you can use to format your slide master:

- **Edit Master:** Insert a new slide master, insert a layout, delete the selected slide, rename a custom layout, and preserve a slide master.
- **Master Layout:** Select the placeholders to include in the master layout.
- **Edit Theme:** Apply a theme to the slide master, and specify colors, fonts, and effects for the theme.
- **Background:** Apply a background style to your slide master.
- **Size:** Set the slide sizes and orientation. (In PowerPoint 2007 and 2010, the **Page Setup** group is here.)

It is important to understand how changes to slide masters and slide layouts affect your presentation:

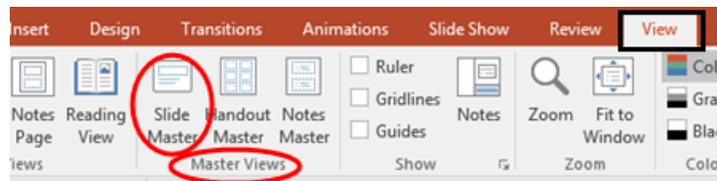
1. Formatting and layout changes to objects in the *slide master* affect all associated slide layouts and slides EXCEPT slide layouts and slides where the formatting or layout was individually overridden.
2. Formatting and layout changes to objects in a *slide layout* affect all slides using the layout EXCEPT slides where the formatting or layout was individually overridden.
3. Formatting and layout changes to objects in a *slide* affect only that slide.

Reapplying the Slide Layout

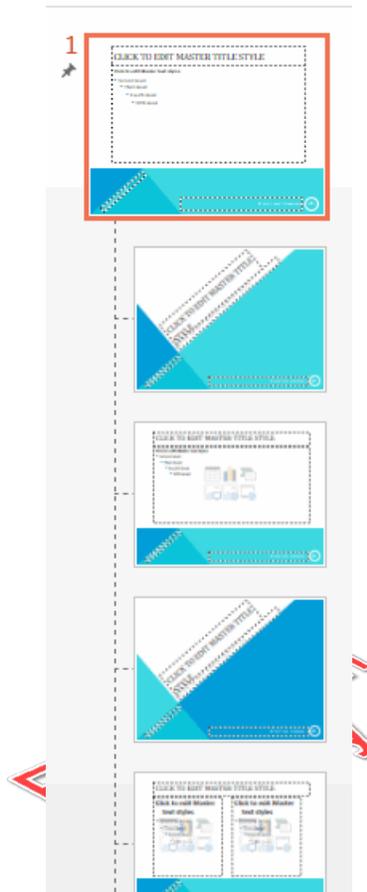
Slides created after changes to a slide master or slide layout will automatically reflect those changes. However, sometimes it is necessary to reapply the slide layout in order to update slides created before the changes.

To work with the slide master in your presentation:

1. On the **View** tab, in the **Master Views** group, click **Slide Master**.



You can now view the slide master and, below it, the slide layouts associated with the master:



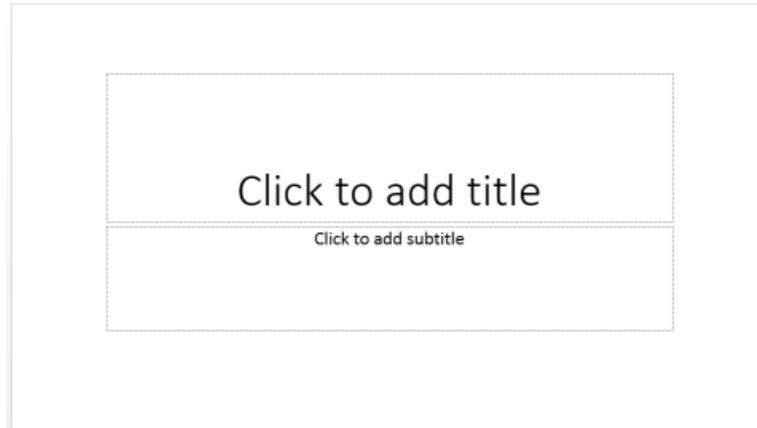
2. Make any desired changes to the slide master.
3. To exit Slide Master view, click **Close Master View**.



2.2. Slide Layouts

Slide layouts control the formatting of text and other elements that appear on slides. They contain placeholders for text, SmartArt, tables, and so on; you can add placeholders to slide layouts, but not to slides themselves.

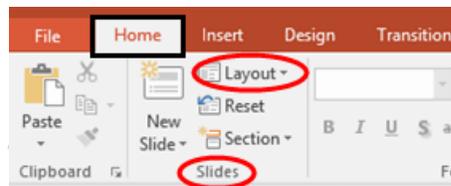
When you open a new, blank presentation, by default, the Title Slide layout appears.



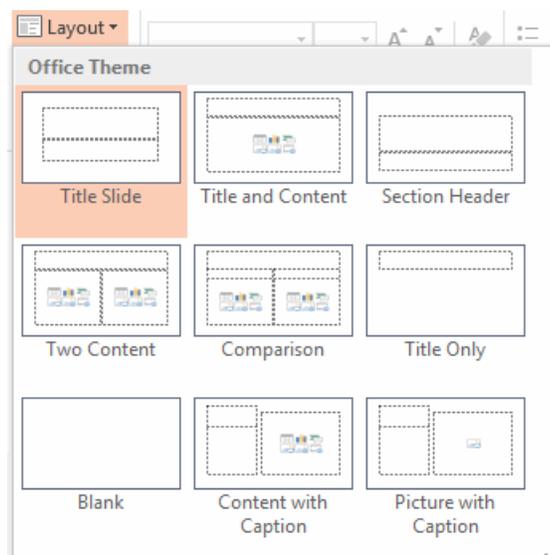
However, you can apply different layouts; PowerPoint 2016 provides nine built-in slide layouts to choose from.

To access the PowerPoint layouts:

1. On the **Home** tab, from the **Slides** section, select **Layouts**.



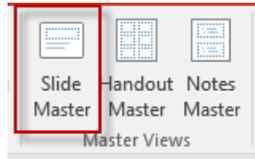
2. To select a layout from the available layouts, click it.



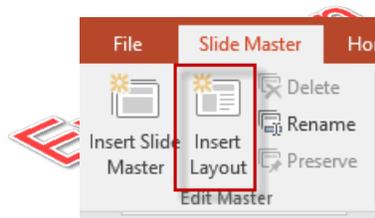
❖ 2.2.1. Create a Slide Layout

To create a slide layout:

1. Select the **View** tab, and from the **Master Views** group, select **Slide Master**.



2. From the **Edit Master** group, select **Insert Layout**.

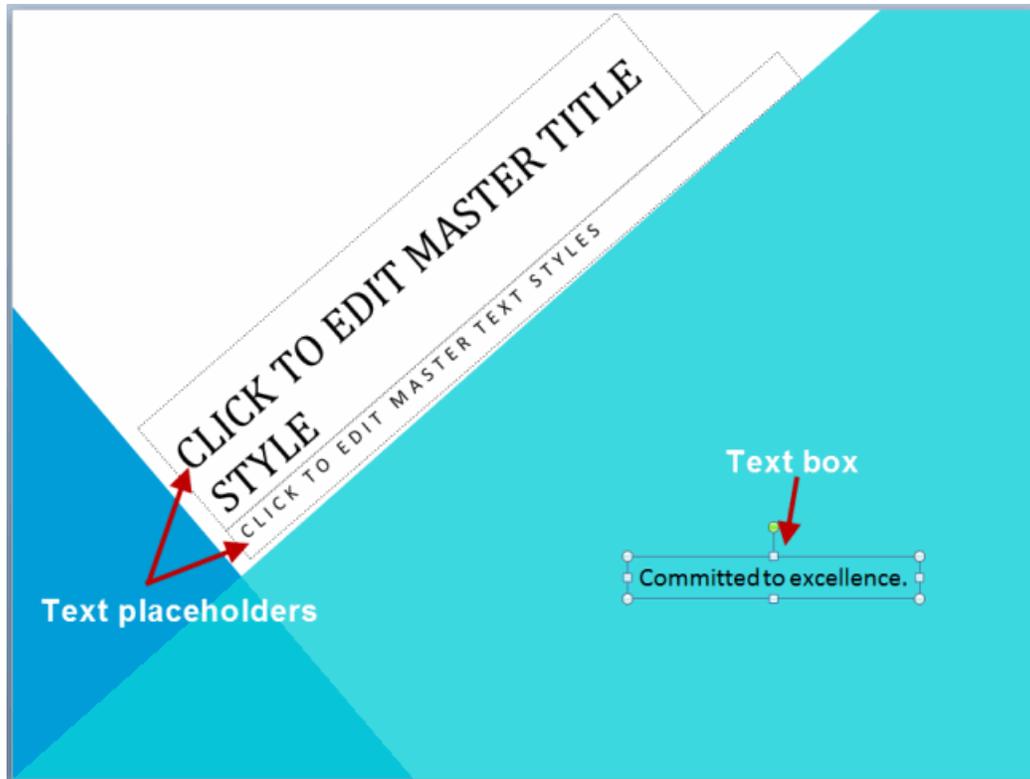


3. Customize the layout, and then you will be able to select it in your presentations.



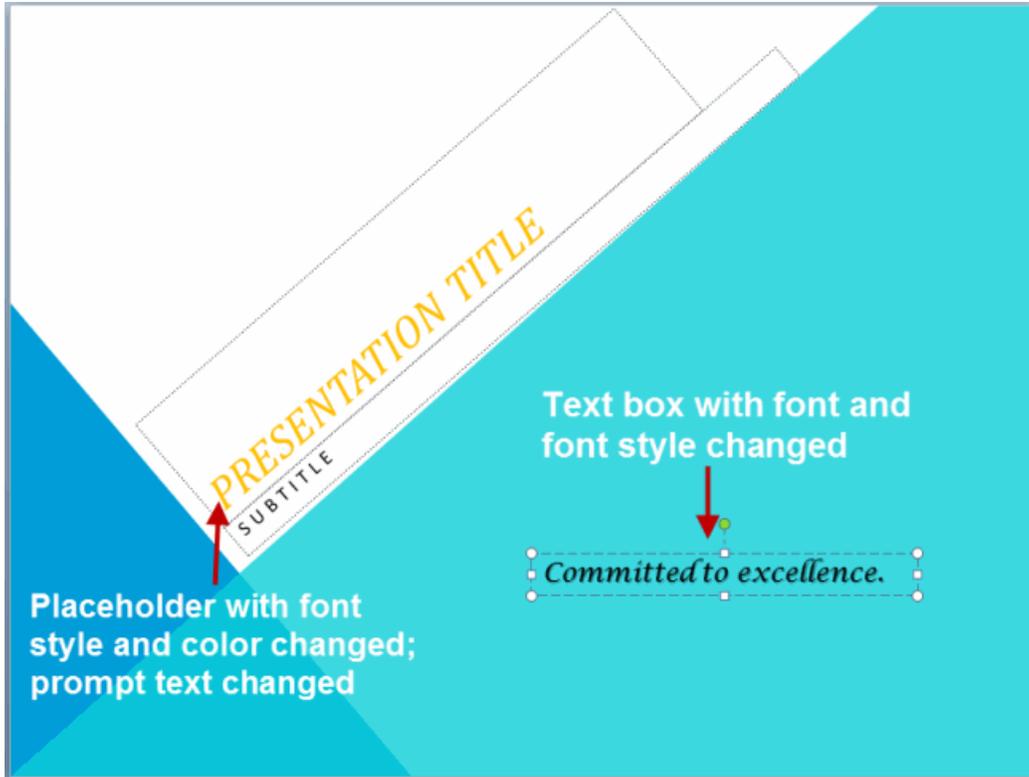
2.3. Formatting Slide Masters and Layouts

For the most part, the techniques for formatting slide masters and slide layouts are similar to those for formatting slides. However, there are a couple of notable exceptions: text placeholders and text boxes.



Slide Master view

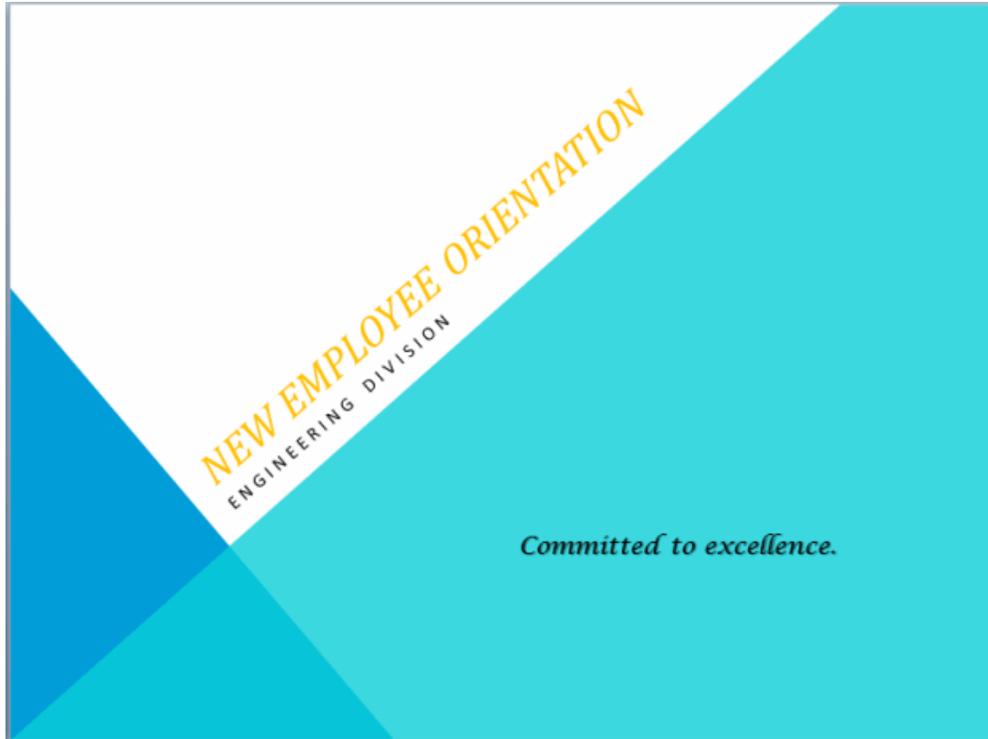
- *Text placeholders.* Slide masters and layouts use text placeholders to indicate the position of text elements on a slide. Changes to the font, font color, font weight, etc., of a placeholder are reflected on associated slides. Changes to the *content* of a placeholder in Slide Master view only affect the prompts that a presentation developer sees; the actual text on an associated slide can be edited in Normal view.
- *Text boxes.* A text box added to a slide master or slide layout can be edited, resized, and formatted in Slide Master view but is not editable in Normal view. A text box added to an individual slide in Normal view, of course, is fully editable.



Slide Master view



Normal view



2.4. Adding a Watermark to Your Presentation

You can use the slide master to apply a watermark to all the slides in your presentation or you can apply a watermark to a selected slide layout. A watermark appears in the background, with your presentation appearing over it.

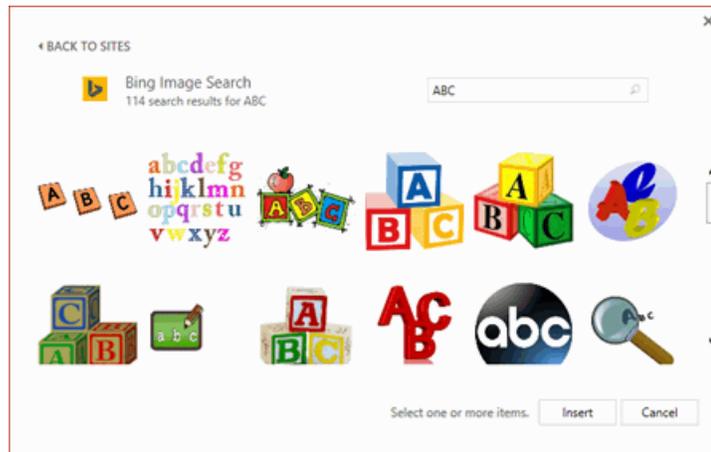
To add a watermark:

1. On the **View** tab, in the **Master Views** group (in PowerPoint 2007, in the **Presentation Views** group), select **Slide Master**.

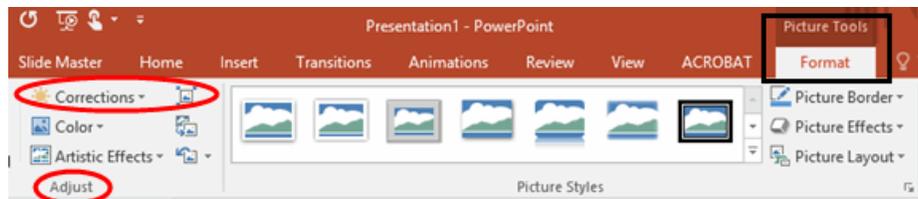


2. To apply the watermark to all slide layouts, select the slide master; to apply it to a particular slide layout, click that slide layout.

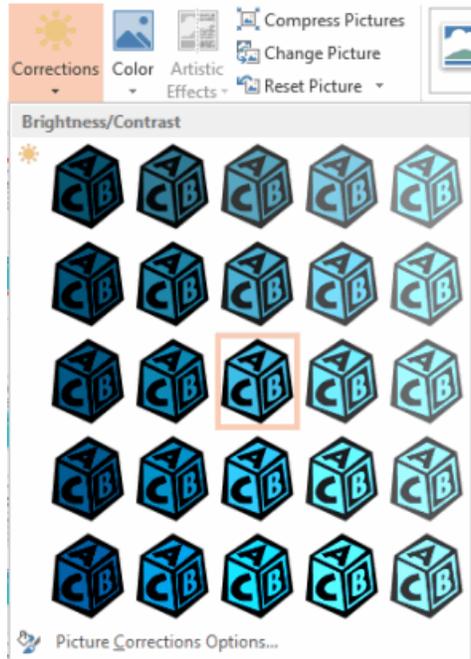
3. Select the **Insert** tab.
4. Insert the desired watermark: you can insert Clip Art, a picture, a photo, WordArt, or text. To insert a clip art image, select **Online Pictures (Clip Art)**, in PowerPoint 2007/2010), and in the **Insert Pictures** dialog box (**Clip Art** pane in PowerPoint 2007/2010), in the **Search** field, type a term.



5. To give your picture or photo a faded look, select the **Format** tab, and in the **Adjust** group, click **Corrections** (in PowerPoint 2007, this option is not available; use the **Recolor** option).



6. Select your desired color fade option.



7. Send your watermark to the background. To do so, on the **Format** tab, in the **Arrange** group, click the **Send Backward** drop-down arrow (**Send to Back** in PowerPoint 2007) and select **Send to Back**.
8. Select the **Slide Master** tab and in the **Close** group, select **Close Master View**.

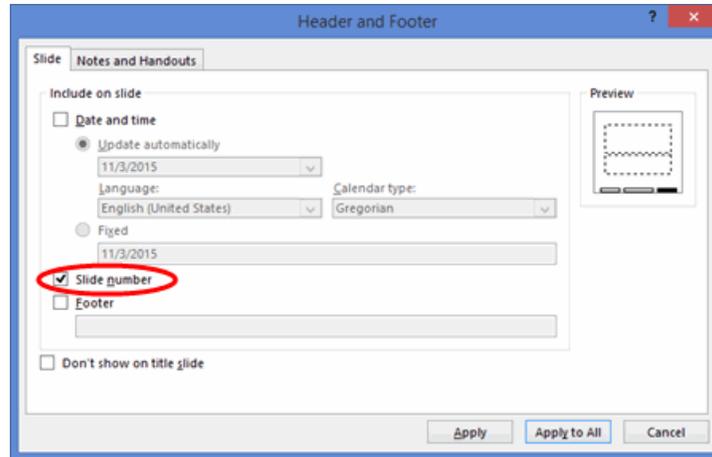


2.5. Adding Slide Numbers Using the Slide Master

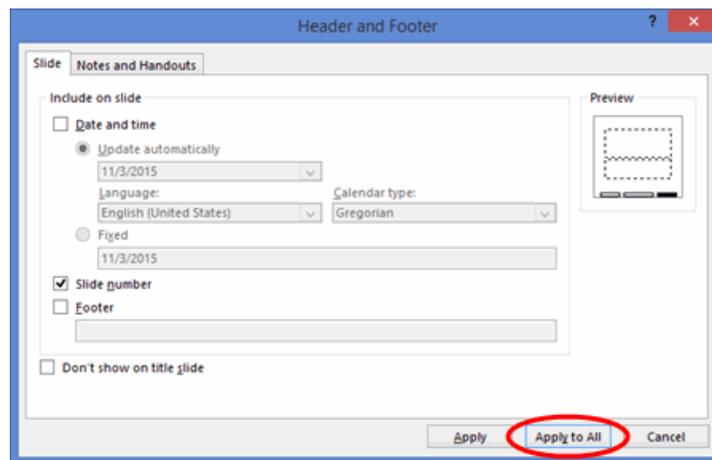
If your presentation has multiple slide layouts, you may want to use the **Slide Number** feature in conjunction with the slide master to control which slides show slide numbers.

To enable slide numbers in your presentation using the slide master:

1. On the **View** tab, in the **Master Views** group, click **Slide Master**.
2. In the **Slides** pane, select the slide master or select the slide layout that you want to display numbers.
3. On the **Insert** tab, click **Header & Footer**.
4. Mark the **Slide number** check box.



5. To apply numbering to only a selected slide layout, click **Apply**. To apply numbering to all masters and all layouts, click **Apply to All**.

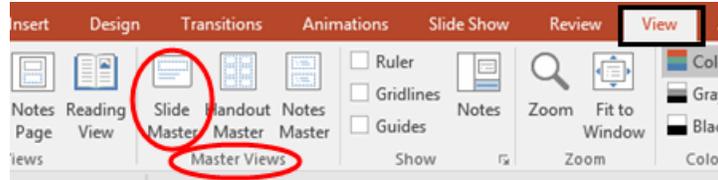


2.6. Inserting a New Slide Master

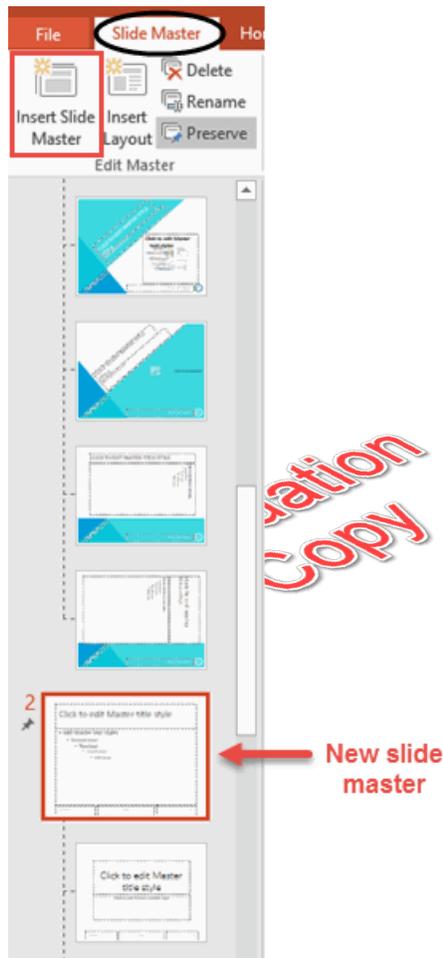
You may decide that you want to insert a completely new slide master into a presentation. This is useful if you want to apply multiple styles or themes to a presentation. You can then format the new slide master as you desire.

To insert a new slide master:

1. On the **View** tab, in the **Master Views** group (**Presentation Views** in PowerPoint 2007), click **Slide Master**.



2. On the **Slide Master** tab, in the **Edit Master** group, click **Insert Slide Master**.

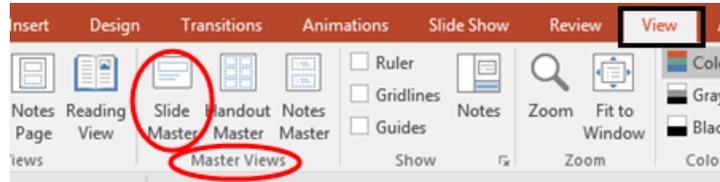


2.7. Preserving a Slide Master

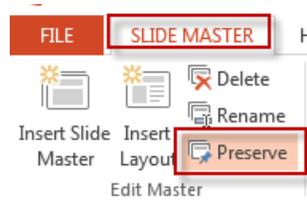
PowerPoint sometimes deletes slide masters that are not in use. To ensure that a slide master in your presentation is not deleted, you can preserve it.

To preserve a slide master:

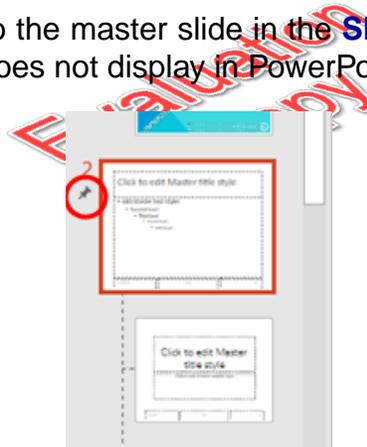
1. On the **View** tab, in the **Master Views** group (**Presentation Views** in PowerPoint 2007), click **Slide Master**.



2. On the **Slide Master** tab, ensure the slide master is selected, then in the **Edit Master** group, click **Preserve**.



A pushpin icon next to the master slide in the **Slides** pane indicates it has been preserved (this icon does not display in PowerPoint 2007).

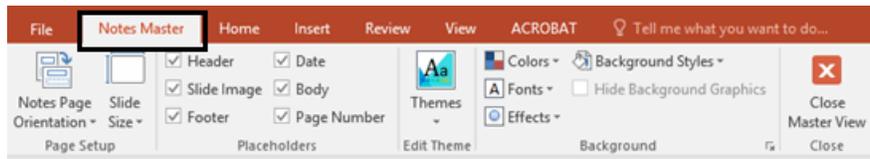


2.8. Modifying the Notes Master

You can use the notes master to format how the notes for your presentation appear on a page. Notes can be entered through the **Notes** pane that appears at the bottom of the window in Normal view or through Notes Page view; notes are not visible in Slide Show view.

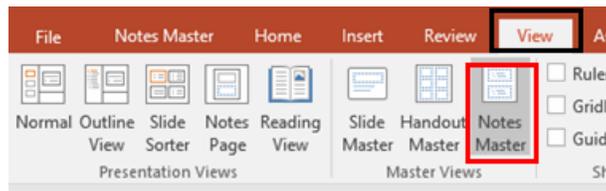
You can use the groups on the **Notes Master** tab to do the following:

- **Page Setup:** Set the orientation of the notes and slide on a page and set slide sizes.
- **Placeholders:** Enable header, slide image, footer, date, body, and page number placeholders to appear in the notes.
- **Edit Theme:** Apply a theme to your slides, and specify colors, fonts, and effects for the theme.
- **Background:** Apply a background style to your notes.

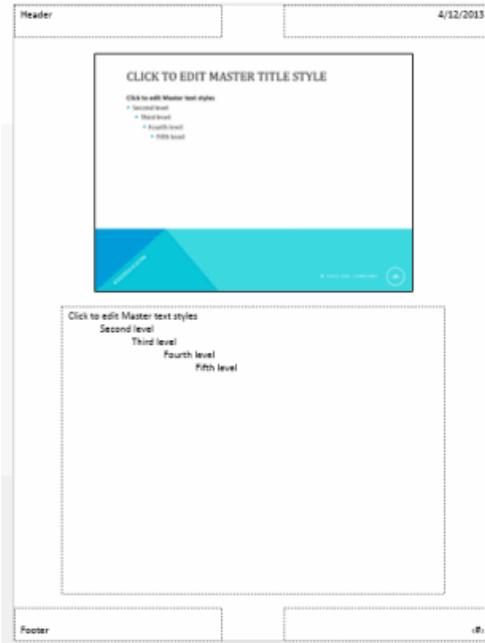


To modify the notes master:

1. On the **View** tab, in the **Master Views** group (**Presentation Views** in PowerPoint 2007), click **Notes Master**.



2. On the **Notes Master** tab, change the notes page setup (including moving and formatting header and footer placeholders), select the placeholders to include, and apply background styles as desired.
3. When you are satisfied with your changes, click **Close Master View**.

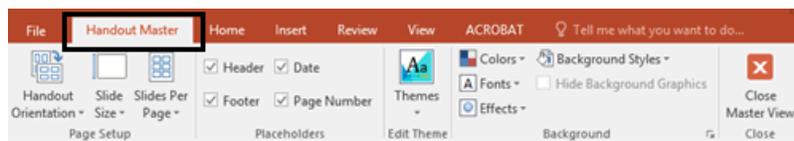


2.9. Modifying the Handout Master

You can use the handout master to modify the layout of your handouts. Handouts contain slide thumbnails. When you create your handouts, you can decide whether to also print your notes or to print blank lines so your audience members can take their own notes.

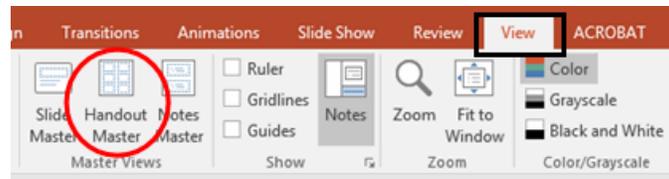
You can use the groups on the **Handout Master** tab to do the following:

- **Page Setup:** Set the orientation of the handout page and the orientation of the slide(s) on the page, specify the number of slides per page, and set slide sizes.
- **Placeholders:** Enable header, footer, date, and page number placeholders to appear in the handouts.
- **Edit Theme:** Apply a theme to your slides, and specify colors, fonts, and effects for the theme.
- **Background:** Apply a background style to your handouts.

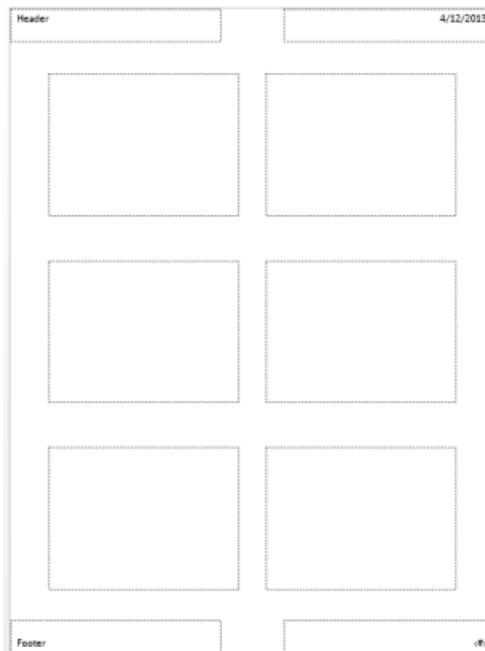


To modify the handout master:

1. On the **View** tab, in the **Master Views** group (**Presentation Views** in PowerPoint 2007), click **Handout Master**.



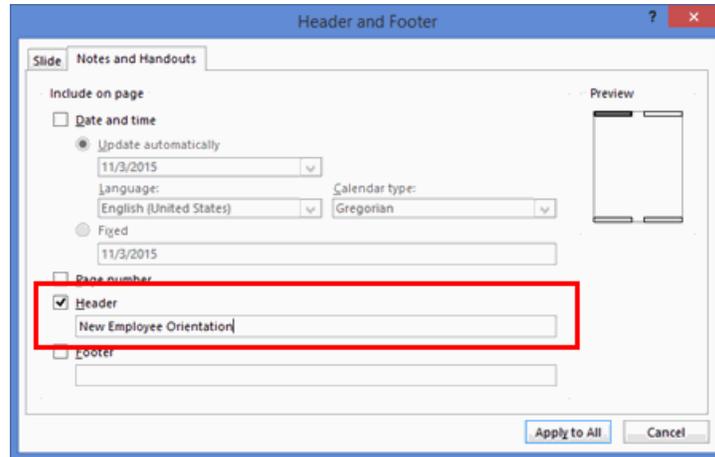
2. On the **Handout Master** tab, change the handout page setup (including moving and formatting header and footer placeholders), select the placeholders to include, specify the number of slides per page, and apply background styles as desired.
3. When you are satisfied with your changes, click **Close Master View**.



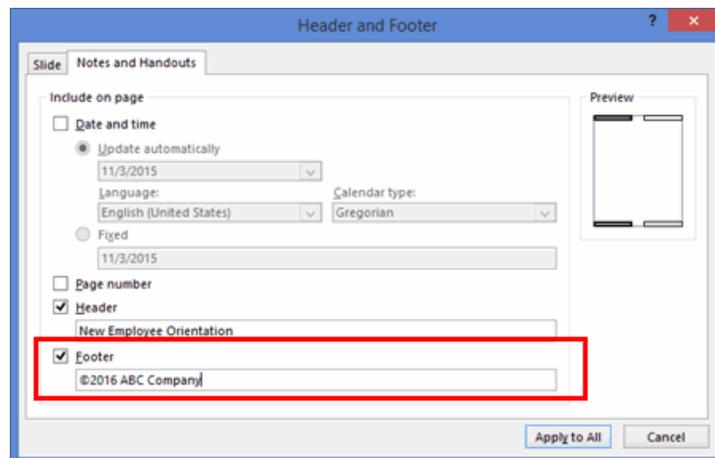
2.10. Adding a Header and Footer to Notes and Handouts

You can add a header and/or footer to your notes and handouts. To do so, you enable the header and footer placeholders and provide the text to use.

1. On the **View** tab, in the **Master Views** group (**Presentation Views** in PowerPoint 2007), click **Handout Master** or **Notes Master**.
2. On the **Handout Master** or **Notes Master** tab, in the **Placeholders** group, ensure that the **Header** and **Footer** check boxes are marked.
3. On the **Insert** tab, in the **Text** group, click **Header & Footer**.
4. In the **Header and Footer** dialog box, on the **Notes and Handouts** tab, mark the **Header** check box and type the header text in the associated field.



5. Mark the **Footer** check box and type the footer text in the associated field.



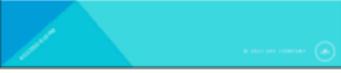
6. Click **Apply to All**.

New Employee Orientation 4/12/2013

CLICK TO EDIT MASTER TITLE STYLE

Click to edit Master text styles

- Second level
- Third level
- Fourth level
- Fifth level



Click to edit Master text styles

Second level

Third level

Fourth level

Fifth level

©2013 ABC Company df

Exercise 3: Using the Slide Master

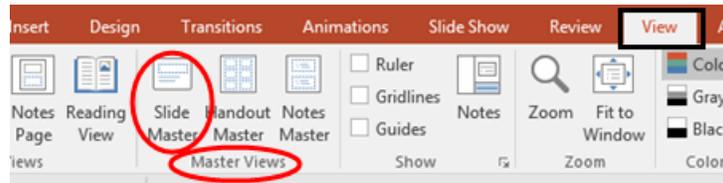
 15 to 25 minutes

In this exercise, you will format your slides and notes using masters and you will add slide numbers to your presentation.

1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Presentation Masters/Exercises folder.
2. Format the slide master so that the slide titles are bold.
3. Add slide numbers to all slides.
4. Format the notes in your presentation to be in Arial, 14 pt. font.
5. Save the presentation.

Solution

1. Open the presentation and select the **View** tab.
2. In the **Master Views** group (**Presentation Views** in PowerPoint 2007), click **Slide Master**.



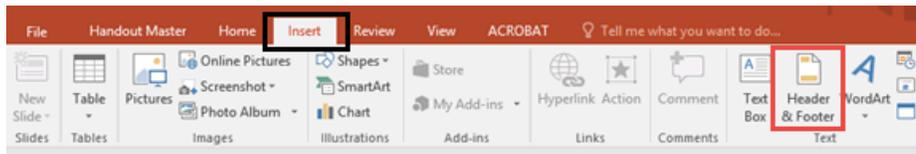
3. In the **Slides** pane, select the slide master.



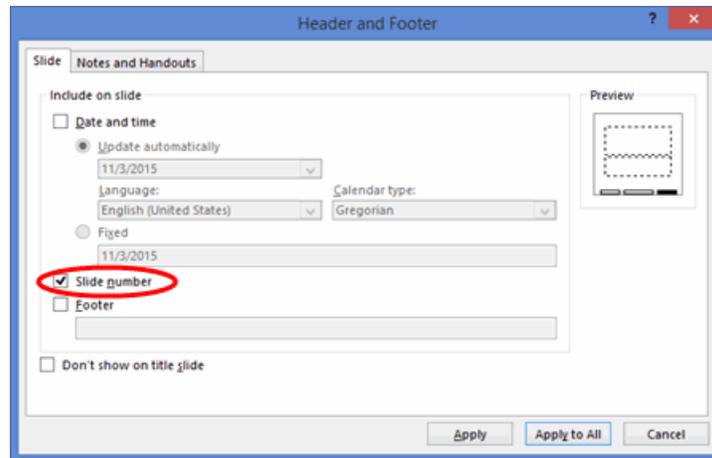
4. On the slide master, click the **Click to edit Master title style** placeholder and make the text bold, either by pressing **Ctrl+B** or by clicking the **Bold** icon in the **Font** group on the **Home** tab.



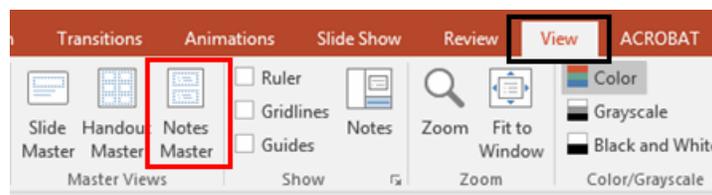
- On the **Insert** tab, in the **Text** group, click **Header & Footer**.



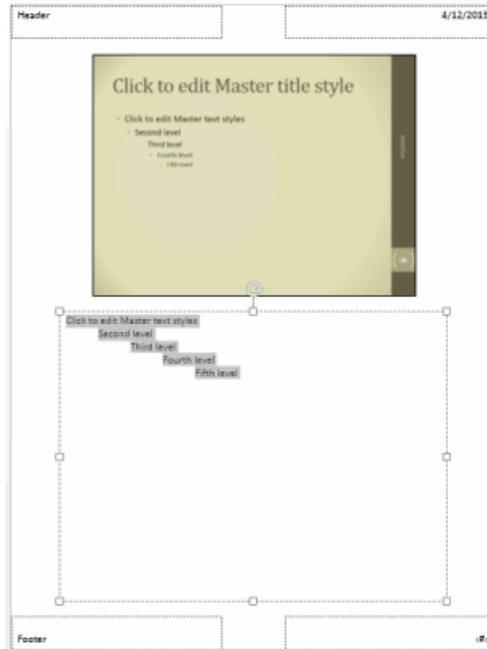
- In the **Header and Footer** dialog box, on the **Slide** tab, mark the **Slide number** check box.



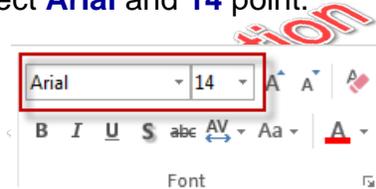
- Click **Apply to All**.
- Select the **Slide Master** tab.
- Click **Close Master View**.
- On the **View** tab, in the **Master Views** group, click **Notes Master**.



- Select all placeholder text in the notes area, and then select the **Home** tab.

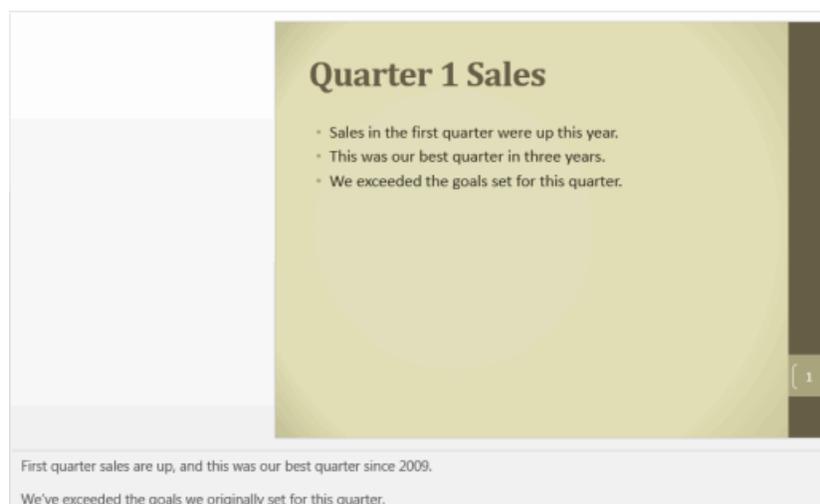


12. In the **Font** group, select **Arial** and **14** point.



13. Select the **Notes Master** tab and click **Close Master View**.

14. Save the presentation.



Conclusion

In this lesson, you learned:

- To work with the slide master.
- About layouts.
- About formatting slide masters and slide layouts.
- To add a watermark.
- To add slide numbers.
- To insert a new slide master.
- To preserve a slide master.
- To modify the notes master.
- To modify the handout master.
- To add a header and footer to notes and handouts.

Evaluation
Copy

LESSON 3

Working with Special Effects

Topics Covered

- Animating text and objects.
- Animation Painter.
- Animation timing.
- Animating a chart.

Introduction

You can add special effects to your PowerPoint presentations to make them more interesting and to help hold your audience's attention. PowerPoint 2016 offers a number of different effects and settings you can apply.

Evaluation
Copy

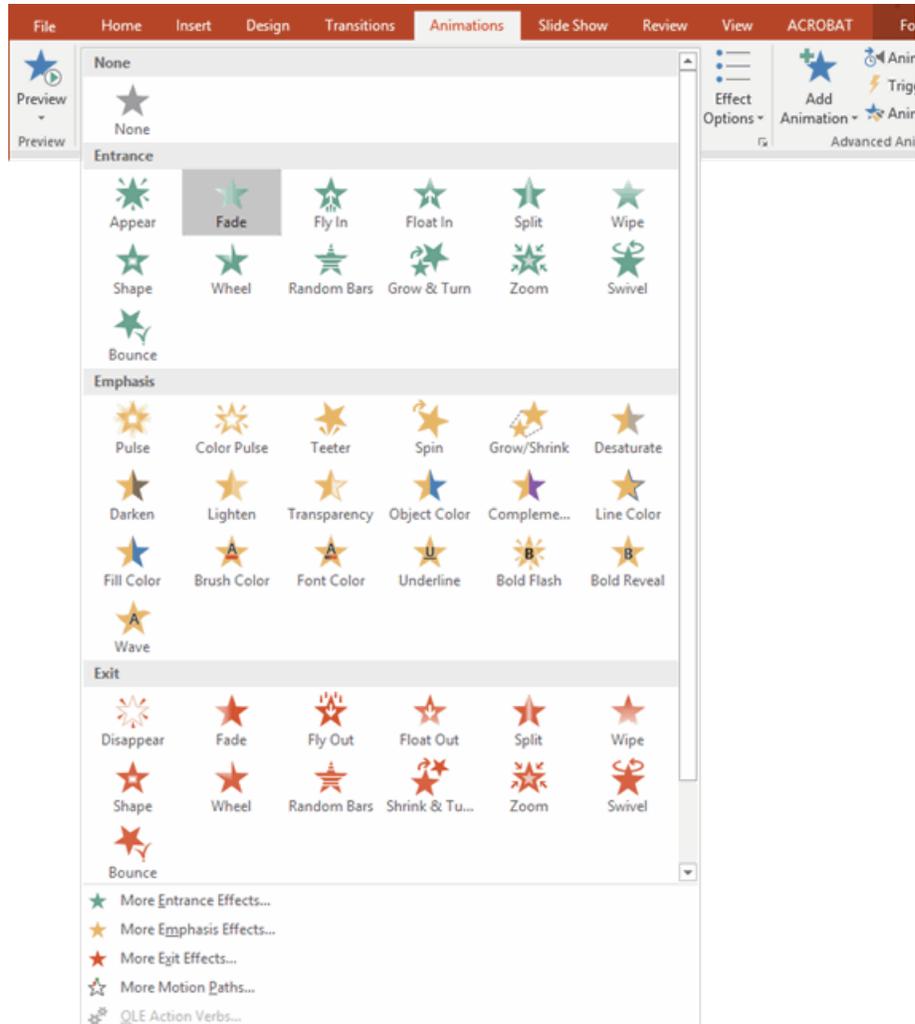
3.1. Animating Text and Objects

Animating text and objects is a way to turn a boring presentation into one that is dynamic and interesting. You can apply animations to text, objects, and shapes in your presentation.

There are four types of PowerPoint animations:

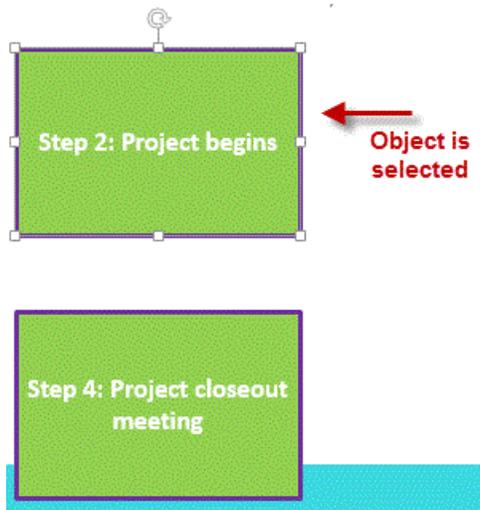
- **Entrance:** These effects animate an item as it enters the presentation.
- **Emphasis:** These effects provide emphasis to your item within the presentation.
- **Exit:** These effects animate the object as it leaves the presentation.
- **Motion Paths:** These effects move your item from one location to another on the slide.

You can view the gallery of animation effects on the **Animations** tab in the **Animation** group. Click the **More** drop-down arrow to see the effects.

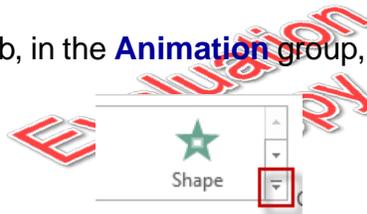


To animate an object in your presentation:

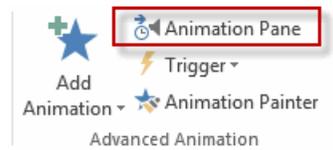
1. Select the object to animate.



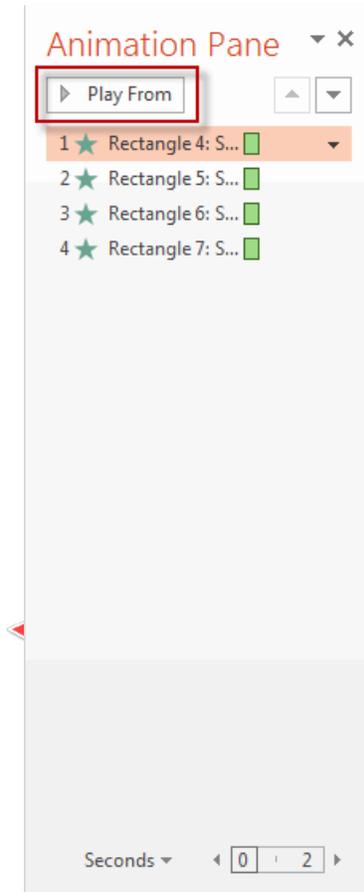
2. On the **Animations** tab, in the **Animation** group, click the **More** drop-down arrow.



3. Rest your mouse pointer over an effect to see a preview of the effect.
4. To select an animation, click it.
5. To preview the animation, in the **Advanced Animation** group, click **Animation Pane**.

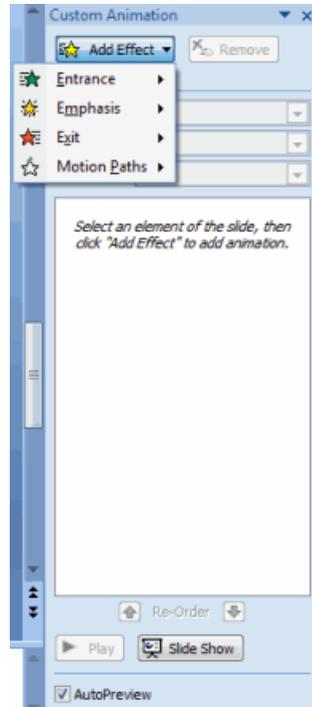


6. In the **Animation Pane**, click **Play From** (in PowerPoint 2007 and 2010, click **Play**).



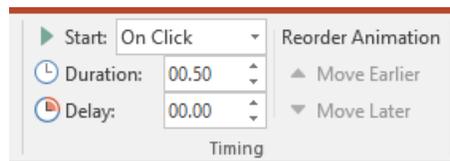
7. To reorder animations, in the **Animation Pane**, click and drag the individual animation objects to reorder them.

In PowerPoint 2007, to add an animation, you must select the **Animations** tab, and then in the **Animation** group, click **Custom Animation**. Then, within the **Custom Animation** pane, click **Add Effect**.



Set Timing for Animations

To set the timing for animations added to your presentation, with the object selected, from the **Animations** tab, use the **Timing** group to set the duration and delay amounts for the animation.



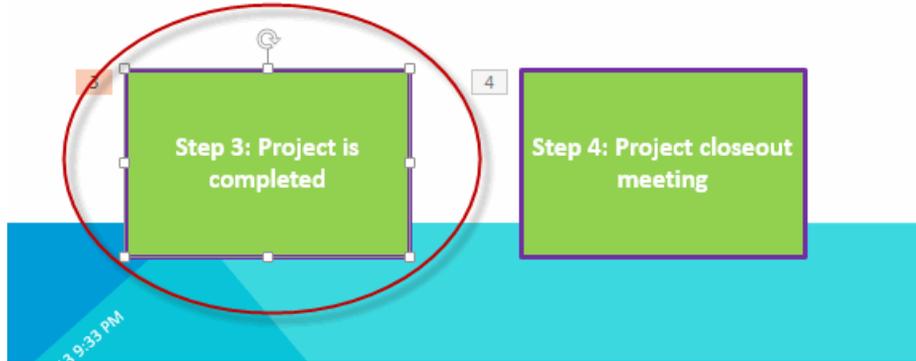
3.2. Working with the Animation Painter

A new time-saving feature of PowerPoint 2010 and 2013 is the **Animation Painter**.

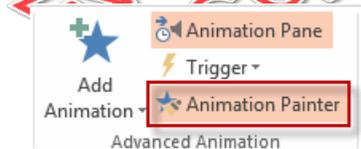
If you are familiar with the **Format Painter** in other Office programs, you will understand the concept of the **Animation Painter**. Instead of repeatedly setting up the same animation, **Animation Painter** allows you to quickly apply an animation effect.

To use the **Animation Painter**:

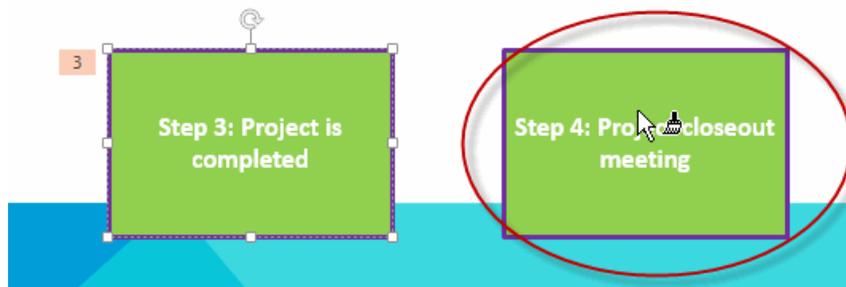
1. Select the **Animations** tab.
2. Select the object with the animation you want to copy to another object.



3. In the **Advanced Animation** group, click **Animation Painter**. Click once to apply the animation to one other object; double-click to keep the **Animation Painter** turned on so you can apply the animation to multiple objects. (Click **Animation Painter** again to turn it off.)



4. Click the item you want to apply the animation to.



3.3. Setting Animation Timing

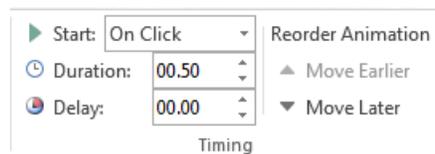
You can set timing for the animations in your presentation to further customize them.

To set the timing for an animation:

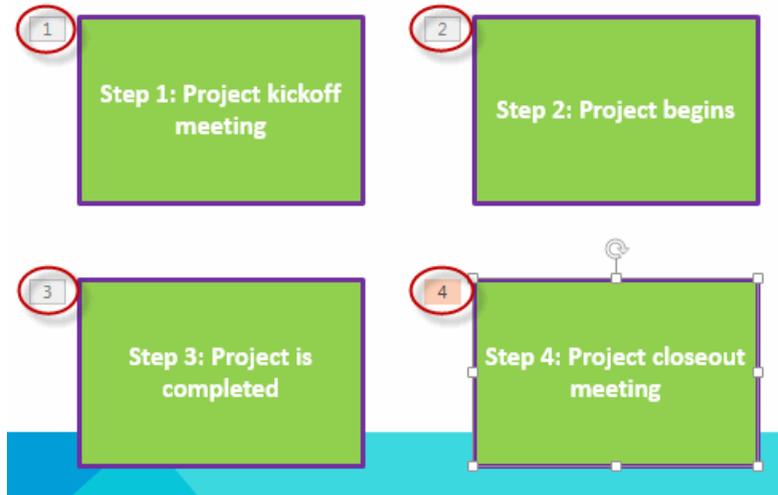
1. Select the item to apply timing to.



2. On the **Animations** tab, in the **Timing** group, configure the timing settings:
 - A. From the **Start** drop-down list, select whether the animation is triggered by a mouse click or with or after a previous animation.
 - B. Use the **Duration** control to specify the length of an animation.



- C. Use the **Delay** control to specify the length of delay between the end of one animation and the beginning of the next.
- D. If a slide has multiple animations, you can use the **Reorder Animation** options to change the order of the animations. To assist with reordering, you will notice that next to the animations on the slides, there are numbers corresponding to the order of animations.



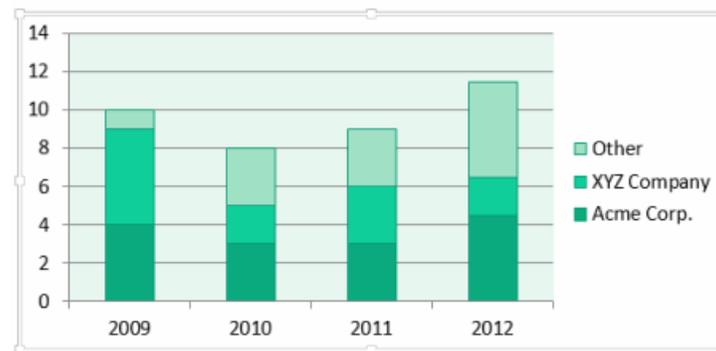
3.4. Animating a Chart

You can animate charts in your PowerPoint presentations to make them more dynamic and interesting to the audience. You can specify how a chart appears on the slide, and then how the individual pieces of information are added.

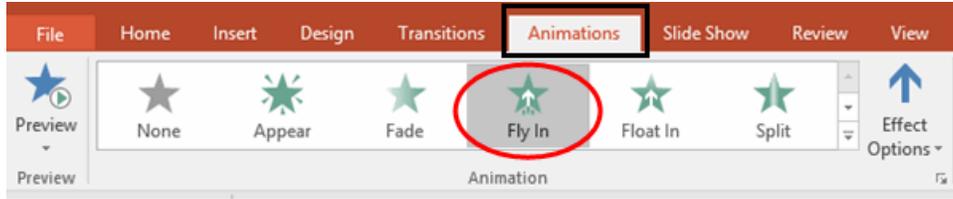
To animate a PowerPoint chart:

1. Select the chart to animate.

ABC COMPANY PROJECTS BY CUSTOMER (PER YEAR)



2. On the **Animations** tab, in the **Animation** pane, select an entrance effect.

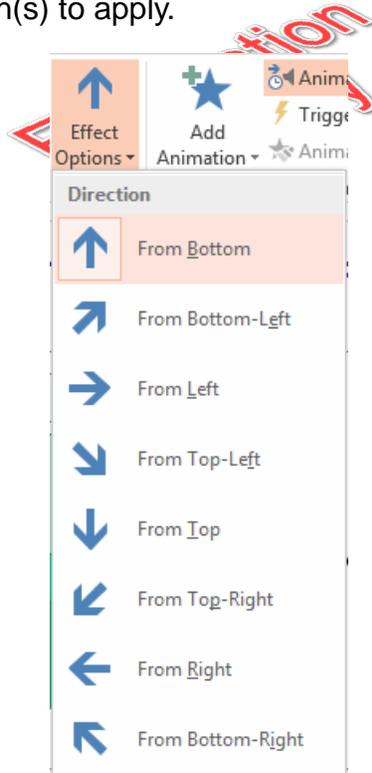


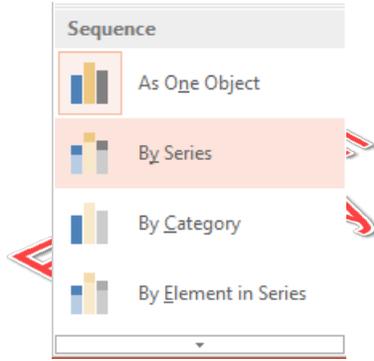
3. Click **Effect Options**.



You will see options related to your choice of entrance effect, such as the direction and sequence in which your information will appear.

4. Select the effect option(s) to apply.





Exercise 4: Applying Special Effects to a Presentation

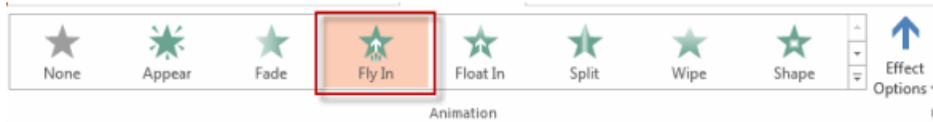
 10 to 15 minutes

In this exercise, you will add animation effects to a flowchart, use the **Animation Painter** to copy animation effects, and change animation timings.

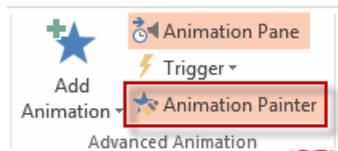
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Working with Special Effects/Exercises folder.
2. On slide 5, add the **Fly In** animation entrance effect to all arrows on the slide.
3. On the same slide, copy the **Fade** animation entrance effect from the first text box to the remaining text boxes using the **Animation Painter**.
4. Change the duration of the effects for the first box to 00.50.
5. Save the presentation.

Solution

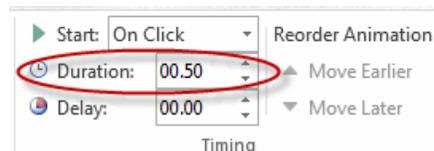
1. Open the file and select slide 5.
2. Select all of the arrows by clicking each as you press and hold **Ctrl**, and then select the **Animations** tab.
3. In the **Animation** group, click **Fly In**.



4. Select the first text box.
5. Double-click the **Animation Painter**.



6. Click each text box to apply the effect.
7. Click **Animation Painter** again to turn it off.
8. Click in the first text box of the flowchart.
9. In the **Timing** group, in the **Duration** field, click the arrows to set the value to 00.50.



10. Save the presentation.

Conclusion

In this lesson, you learned:

- To animate text and objects.
- To work with the **Animation Painter**.

- To set animation timing.
- To animate a chart.

Evaluation
Copy

LESSON 4

Using SmartArt

Topics Covered

- Inserting SmartArt graphics.
- Modifying SmartArt graphics.
- Resizing and repositioning SmartArt graphics.
- Adding text to a SmartArt object.
- Formatting text within a SmartArt object.
- Adding shapes to a SmartArt graphic.
- Ungrouping SmartArt objects.

Evaluation
Copy

Introduction

You can insert SmartArt objects into your PowerPoint presentations. SmartArt graphics and objects are a way to visually represent your ideas. You can add SmartArt lists, processes, cycles, hierarchies, relationships, matrices, pyramids, or pictures.

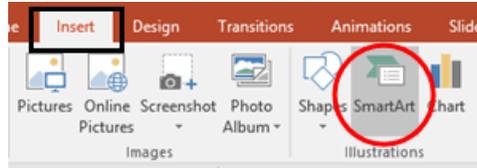


4.1. Inserting SmartArt Graphics

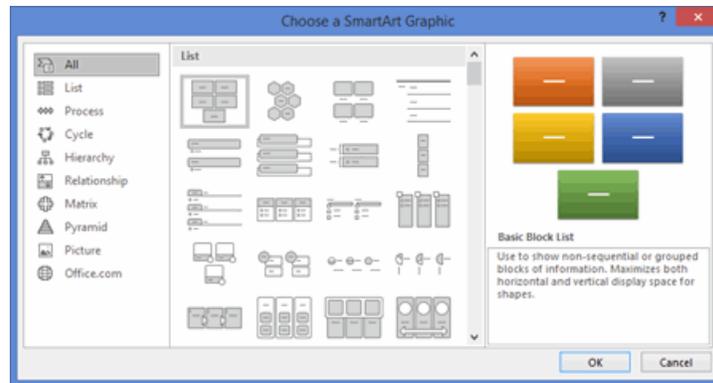
SmartArt can help you visually express concepts that might take many words to communicate.

To insert a SmartArt graphic into a presentation:

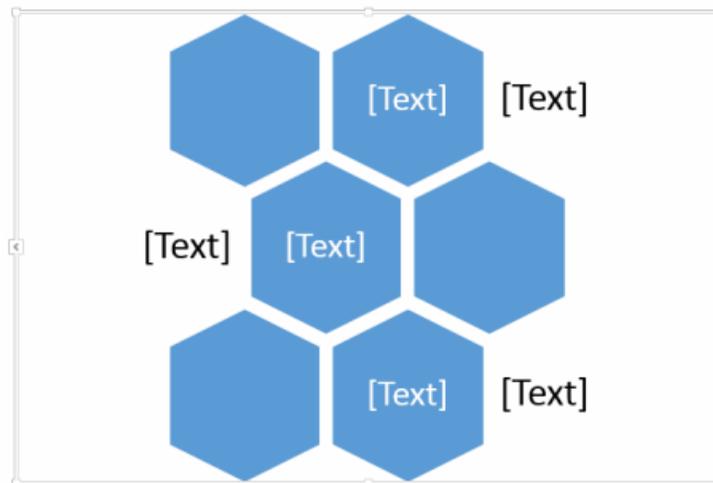
1. Select the slide to add the graphic to.
2. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.



3. In the **Choose a SmartArt Graphic** dialog box, select a category on the left, and then select the graphic you want to insert from the middle pane. The right pane shows a preview of the selected graphic.



4. Click **OK**.



4.2. Modifying SmartArt Graphics

Once you insert a SmartArt graphic, you can modify it to suit your needs.

You can use the on-demand **SmartArt Tools** tab with its **Design** and **Format** tabs to format your graphics.

The following groups are available on the **Design** tab:

- **Create Graphic**: Change the branching layout of the graphic and add shapes or bullets.
- **Layouts**: Change the layout of the graphic.
- **SmartArt Styles**: Change the color and style of your graphic.
- **Reset**: Options to reset your graphic's layout and to convert your SmartArt graphic to shapes.

The following groups are available on the **Format** tab:

- **Shapes**: Change the shape of your graphic as well as increase or decrease its size.
- **Shape Styles**: Change the style of your shapes as well as choose from options to modify fill, outline, and shape effects.
- **WordArt Styles**: Use WordArt to modify the text in your SmartArt.
- **Arrange**: Change how your SmartArt graphics are arranged.
- **Size**: Change the size of your graphics.

The sections that follow describe a number of ways you can modify the SmartArt graphics in your presentation.



4.3. Resizing/Repositioning a SmartArt Object

You can resize and reposition the shapes in a SmartArt graphic and you can resize and reposition the whole graphic.

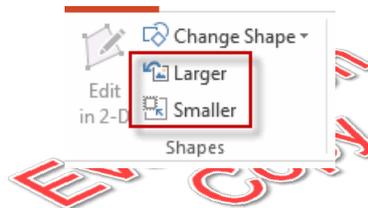
❖ 4.3.1. Resize a SmartArt Shape

To resize a SmartArt shape:

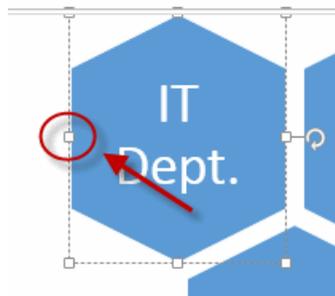
1. Select the SmartArt object to resize.



2. On the **SmartArt Tools Format** tab, in the **Shapes** group, click **Larger** or **Smaller**.



You can also resize a shape using its sizing handles.

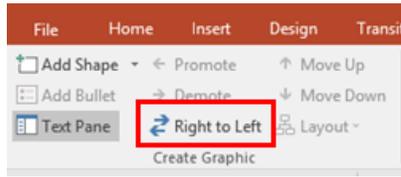


❖ 4.3.2. Reverse Direction

With certain SmartArt shapes, you can switch the layout of the SmartArt from Left to Right and Right to Left:

1. Select the SmartArt object.

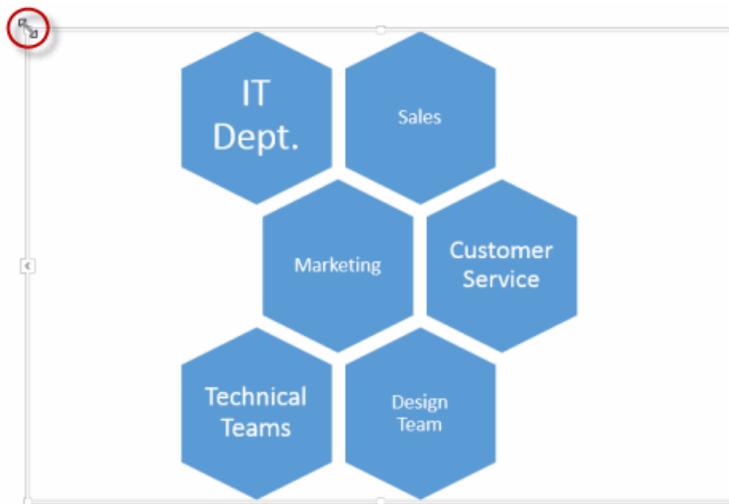
2. From the **SmartArt Tools Design** tab, in the **Create Graphic** group, select **Right to Left**, and the object's layout changes.



❖ 4.3.3. Resize a SmartArt Graphic

To resize an entire SmartArt graphic:

1. Select the graphic to resize.
2. On the graphic's border, hover your pointer over one of the border middles or corners until you see a double-facing arrow.

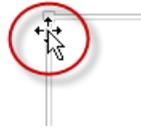


3. Click and drag to resize the SmartArt graphic.

❖ 4.3.4. Reposition a SmartArt Graphic

To reposition a SmartArt graphic:

1. Hover your pointer over the border of the SmartArt graphic until it turns into a four-sided arrow.



2. Click and drag the graphic to the desired position.

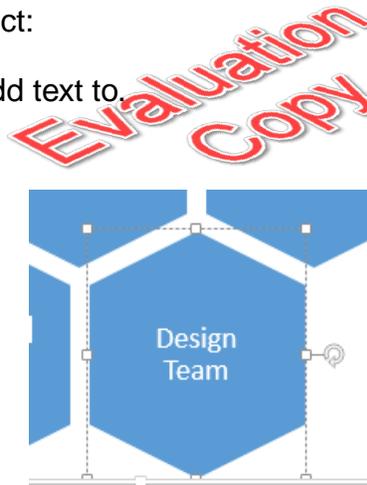


4.4. Inserting Text into a SmartArt Object

You can add text to your SmartArt objects. There are a number of ways you can add text. The text automatically resizes to fit within the object.

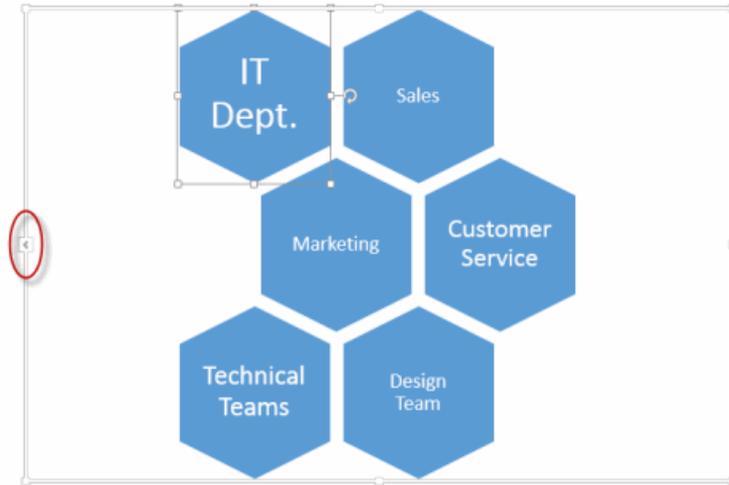
To add text to a SmartArt object:

1. Select the shape to add text to.
2. Type your text.

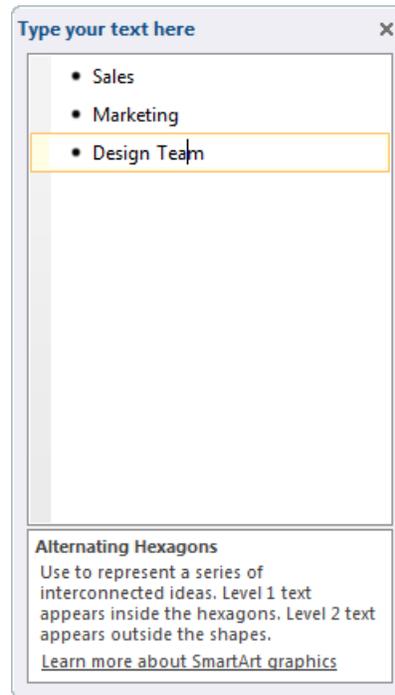


To add text using the SmartArt **Text** pane:

1. Select the shape to add text to.
2. Click the **Text pane control** if the **Text** pane is not visible.



3. Type your text next to the bullets in the **Text** pane.

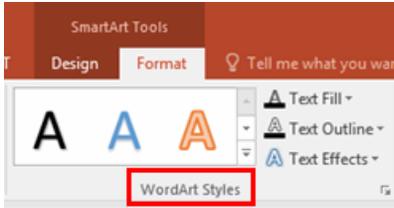


❖ 4.4.1. Creating SmartArt from a List

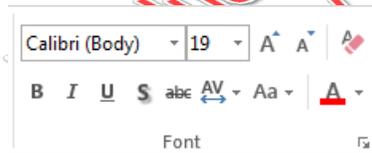
You can convert a PowerPoint list into SmartArt. To do so:

1. Select the list.

2. On the **SmartArt Tools Format** tab, use options in the **WordArt Styles** group to format your text:
 - A. Click a **WordArt** style to apply it.
 - B. Click **Text Fill** and use the fill options to add or change the text's fill.
 - C. Click **Text Outline** and use the outline options to add or change the text outline.
 - D. Click **Text Effects** to add effects such as a shadow or glow to the text.



- E. On the **Home** tab, use the options in the **Font** group to format your text.

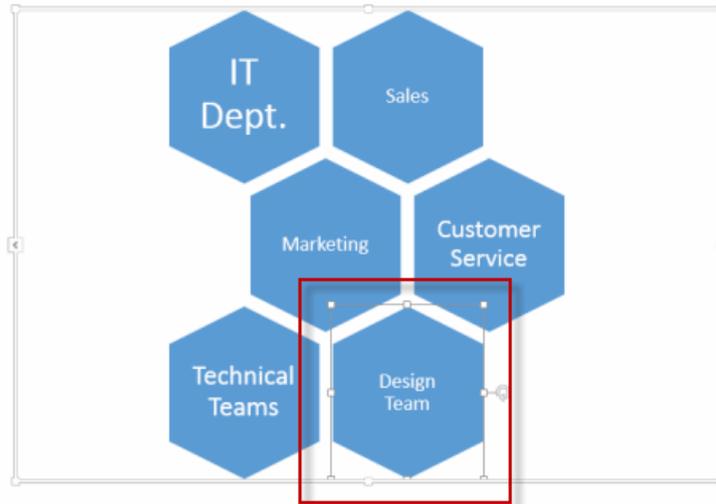


4.6. Adding Shapes to a SmartArt Object

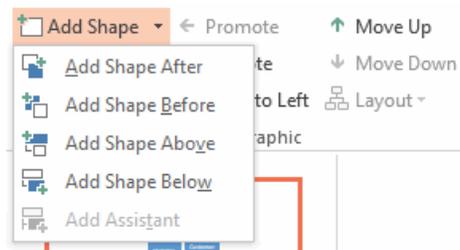
You can add shapes to a SmartArt object and use them to add more information.

To add a shape to a SmartArt object:

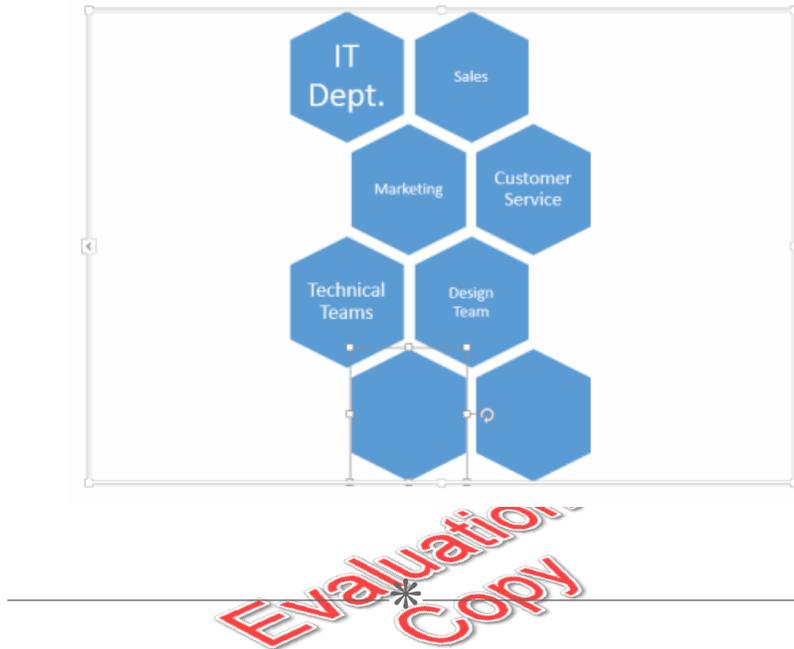
1. Select the SmartArt object.
2. Select the shape closest to where you want to add the new shape.



3. On the **SmartArt Tools Design** tab, in the **Create Graphic** group, click the **Add Shape** drop-down arrow.



4. Select whether to add the shape before, after, above, or below the currently selected shape. The **Add Assistant** option is only available if your SmartArt object is an organizational chart; otherwise, the option is disabled.



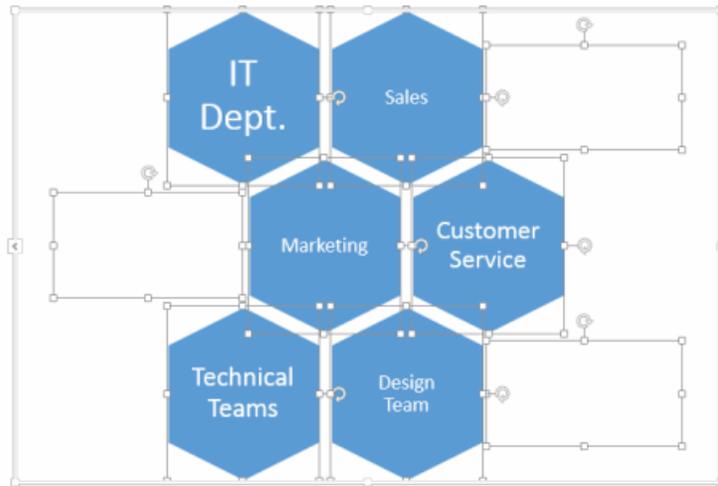
4.7. Ungrouping SmartArt Objects

If you want more control over the shapes in your SmartArt graphic, you can ungroup the objects in the graphic. Ungrouping allows you finer control over sizing and moving the individual shapes within the graphic.

One important thing to note is that once you ungroup a SmartArt graphic, you cannot regroup it or convert it back into SmartArt.

To ungroup the objects in a SmartArt graphic:

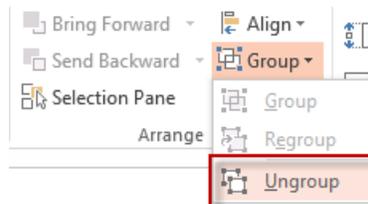
1. Select all shapes in the graphic, either by pressing **Ctrl+A** or by clicking them individually as you press **Ctrl**.



2. On the **SmartArt Tools Format** tab, in the **Arrange** group, click **Group**.



3. Select **Ungroup**.



You will now see a shape and text box element for each shape that was previously part of the SmartArt graphic.

Exercise 5: Working with SmartArt

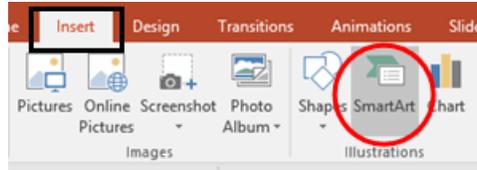
 10 to 15 minutes

In this exercise, you will add and resize a SmartArt graphic and add text to it.

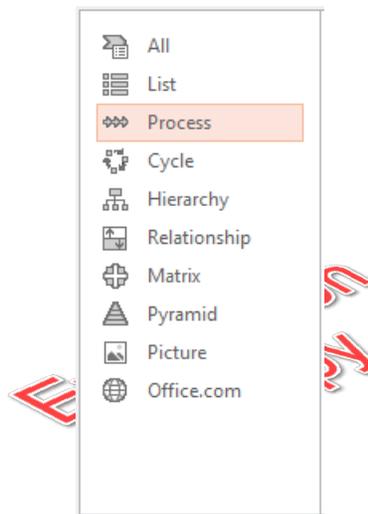
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Using SmartArt/Exercises folder.
2. On slide 6, insert the **Basic Process** graphic from the **Process** category.
3. Enlarge the SmartArt graphic so that it better fits the screen.
4. Add the following text to the three boxes: “Order”, “Production”, “Quality Control”.
5. Save the presentation.

Solution

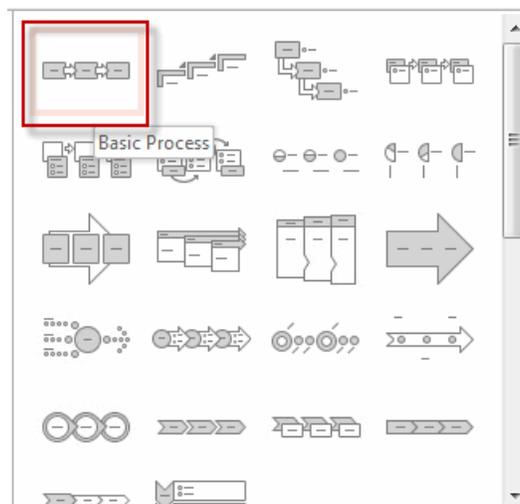
1. Open the presentation and select slide 6.
2. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.



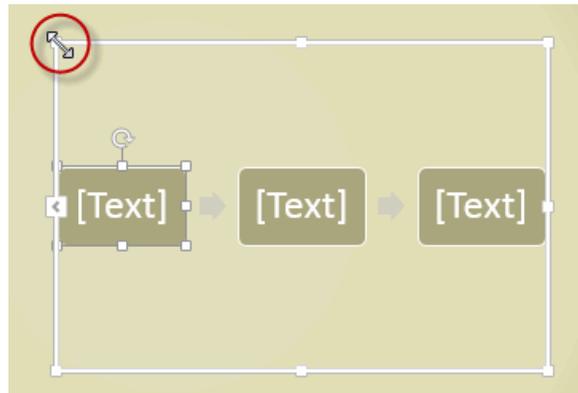
3. In the left pane of the **Choose a SmartArt Graphic** dialog box, click **Process**.



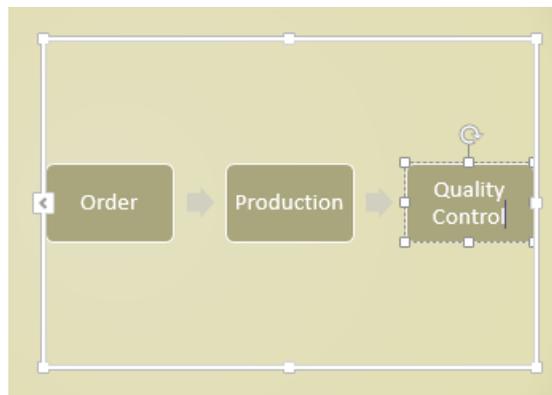
4. In the middle pane, click the **Basic Process** graphic.



5. Click **OK**.
6. Hover your pointer over a corner of the graphic until you see a double-facing arrow.



7. Click and drag to increase the size of the graphic.
8. Click in the first text box and type “Order”. Type “Production” in the second text box and “Quality Control” in the third.



9. Save the presentation.

Conclusion

In this lesson, you learned:

- To insert SmartArt graphics into your presentations.
- To modify SmartArt graphics.
- To resize and reposition SmartArt graphics.
- To add text to a SmartArt object.

- To format text within a SmartArt object.
- To add shapes to a SmartArt graphic.
- To ungroup SmartArt objects.

Evaluation
Copy

LESSON 5

Multimedia

Topics Covered

- Creating a photo album.
- Adding captions to photos in an album.
- Applying a theme to an album.
- Customizing the photo album layout.
- Inserting sound and video in a presentation.
- Editing media clips in PowerPoint.
- Changing multimedia settings.

Introduction

Adding multimedia elements to your PowerPoint presentation can make it more interesting to your audience and can help you convey your message with more impact. In this lesson you will learn how to add photo albums, audio, and video to your presentations.

The **Insert** tab contains groups that you can use to add multimedia items to your presentation.

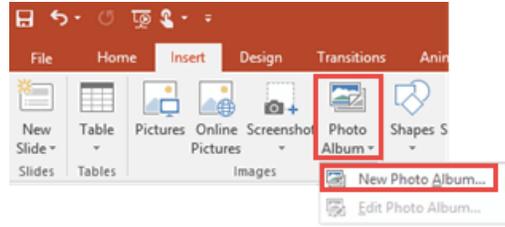


5.1. Creating a Photo Album

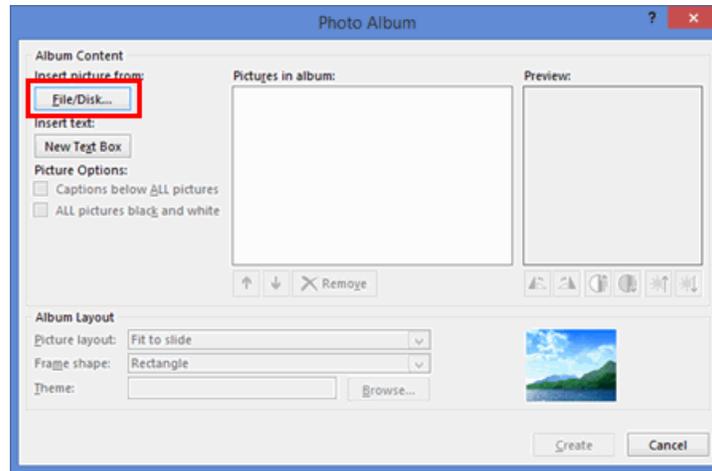
You can insert a series of photos into a PowerPoint presentation as an album.

To add a photo album to a presentation:

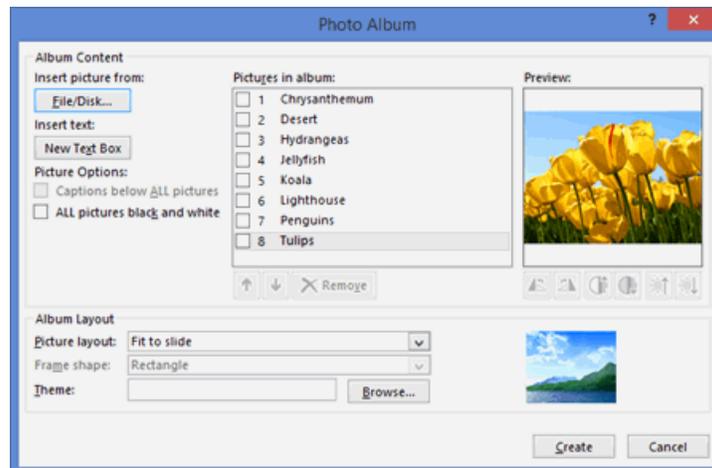
1. On the **Insert** tab, in the **Images** group (if using PowerPoint 2007, the **Illustrations** group), click the **Photo Album** drop-down arrow.
2. Select **New Photo Album**.



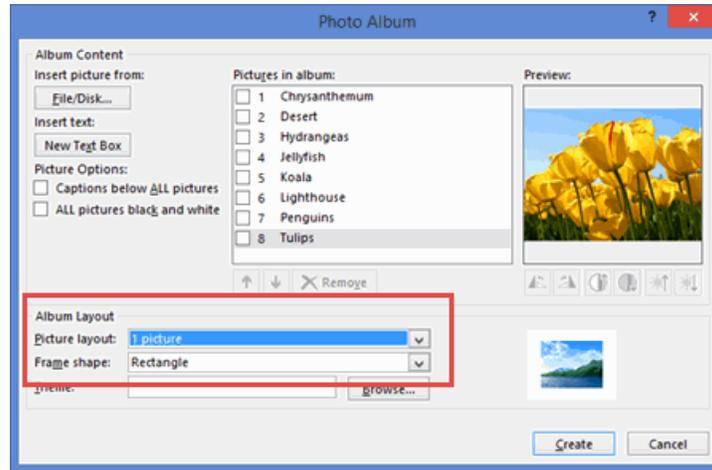
3. In the **Photo Album** dialog box, click **File/Disk**.



4. In the **Insert New Pictures** dialog box, navigate to the folder containing the photos you want to add, select the photos, and click **Insert**.
5. If needed, change the order in which the photos display by selecting a photo and clicking the arrows to move it to the desired position. Repeat with other photos until you achieve the desired order.



- In the **Album Layout** section, select a layout for the album from the **Picture layout** drop-down list.
- When you are satisfied with the output, click **Create**.



The photo album is created and added to your presentation.

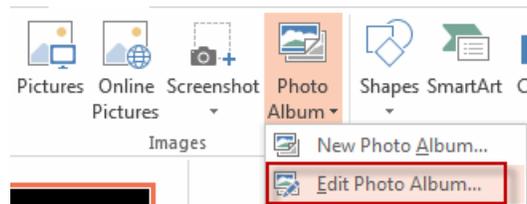
Evaluation
Copy

5.2. Adding Captions

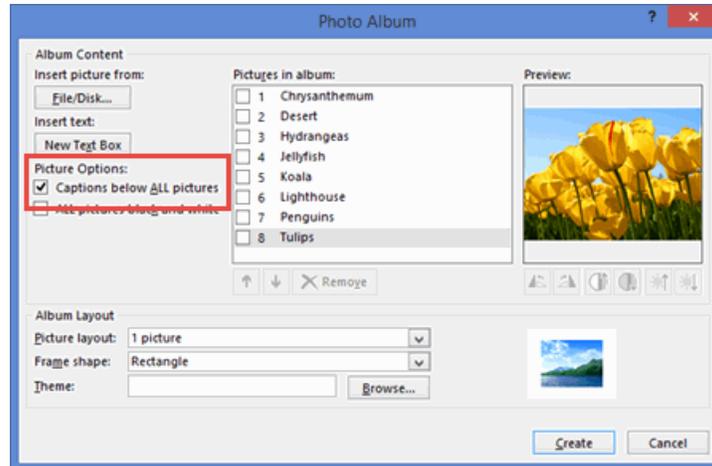
You can add captions to the pictures in a photo album.

To add captions to a picture:

- On the **Insert** tab, in the **Images** group (if using PowerPoint 2007, the **Illustrations** group), click **Photo Album** and select **Edit Photo Album**.



- In the **Edit Photo Album** dialog box, in the **Picture Options** section, mark the **Captions below ALL pictures** check box.



3. Click **Update**.

At this point you can go into your album, select each picture's caption text placeholder, and add your caption.

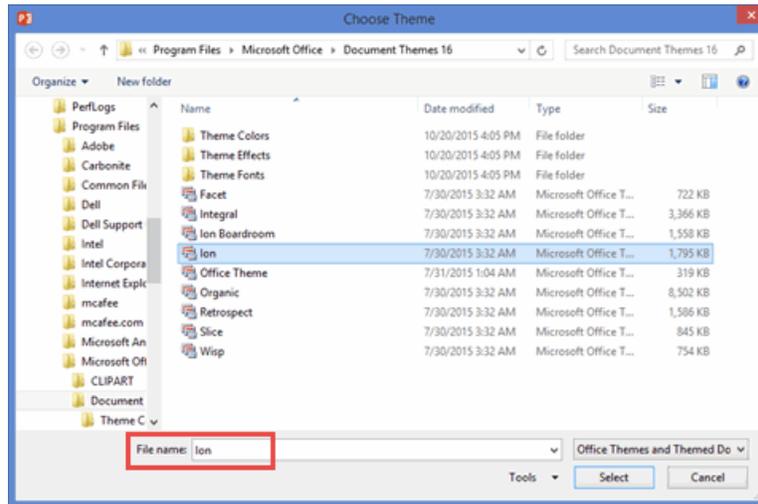


5.3. Applying a Theme to Your Album

Just as you can add a theme to your overall presentation, you can also add a theme to a PowerPoint album.

To add a theme to your album:

1. On the **Insert** tab, in the **Images** group (if using PowerPoint 2007, the **Illustrations** group), click **Photo Album** and select **Edit Photo Album**.
2. In the **Edit Photo Album** dialog box, in the **Album Layout** section, click the **Browse** button to the right of the **Theme** field.
3. In the **Choose Theme** dialog box, navigate to and select a theme file, and then click **Select**.



4. Click **Update**.

Evaluate Copy



5.4. Customizing an Album

You can customize a photo album to meet your needs.

To customize a photo album:

1. On the **Insert** tab, in the **Images** group (if using PowerPoint 2007, the **Illustrations** group), click **Photo Album** and select **Edit Photo Album**.
2. Use one or more of the options in the **Edit Photo Album** dialog box to customize your album.
 - Use the **ALL pictures black and white** option to display all of your album pictures in black and white.
 - Rotate your photos, as well as change contrast and brightness, by using the options in the **Pictures in album** list.

- Frame your photos by selecting an option from the **Frame shape** list.

Evaluation Copy

Exercise 6: Creating and Modifying a Photo Album

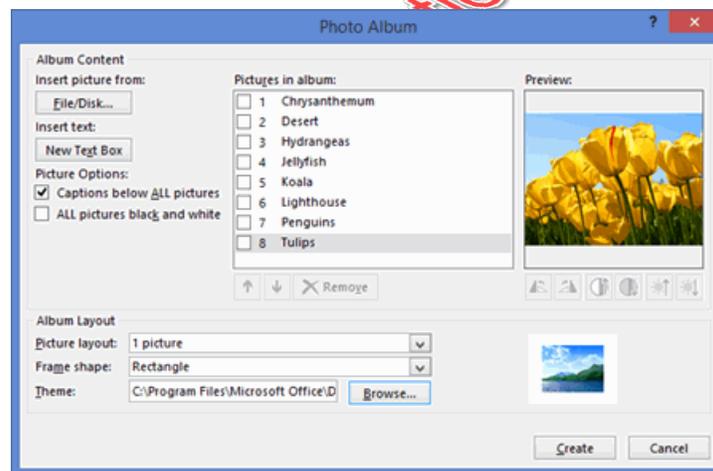
 15 to 20 minutes

In this exercise, you will create a photo album, add captions to the pictures, and apply a theme and frames to the pictures.

1. Create a new, blank presentation.
2. Add a photo album consisting of two pictures, displayed one per page.
3. Add simple white frames to the photos.
4. Add the Integral theme to your photos (if using PowerPoint 2007 or 2010, choose an available theme).
5. Add captions to your photos.
6. Save the file as My Photo Album.pptx to your PowerPoint2016.2/Multimedia/Exercises folder.

Solution

1. Open PowerPoint, select the **File** tab, click **New**, and double-click the **Blank presentation** template.
2. On the **Insert** tab, click **Photo Album**.
3. In the **Photo Album** dialog box, click **File/Disk**.
4. In the **Insert New Pictures** dialog box, navigate to and select a few photos, then click **Insert**.
5. Check on **Captions below ALL pictures** check box.
6. In the **Album Layout** section, from the **Picture layout** drop-down list, select **1 picture**.
7. From the **Frame shape** drop-down list, select **Simple Frame, White**.
8. In the **Theme** field, click **Browse**, select the **Integral** theme file (or an available theme if using PowerPoint 2007/2010), and click **Select**.



9. Click **Create**.
10. In Normal view, select each slide and add a caption.
11. Save the presentation as My Photo Album.pptx.



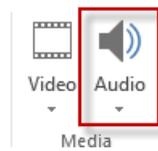
5.5. Inserting Sounds and Video

You can insert sounds and video in your presentations. Adding multimedia to your presentations can make them more engaging; by adding the sound and video files directly to your presentations, you eliminate the need to switch between your presentation and other files.

❖ 5.5.1. Inserting a Sound File

To insert a sound file into your PowerPoint presentation:

1. Select the slide to add the audio file to.
2. On the **Insert** tab, in the **Media** group, click the **Audio** drop-down arrow.



3. Select one of the following options:
 - **Online Audio:** Insert an Office audio Clip Art file.
 - **Audio on My PC:** Insert a pre-recorded audio file.
 - **Record Audio:** Record audio to insert.

These options differ in PowerPoint 2007 and 2010, but you can still insert a pre-recorded audio clip or record your audio.



❖ 5.5.2. Inserting a Video File

To insert a video file into your PowerPoint presentation:

1. Select the slide to add the video file to.

2. On the **Insert** tab, in the **Media** group, click the **Video** drop-down arrow (**Movie** in PowerPoint 2007).



3. Select from one of the following options:
 - **Online Video**: Insert a link from a video website such as YouTube.
 - **Video from My PC**: Insert a pre-recorded video file.

These options differ in PowerPoint 2007 and 2010.



❖ 5.5.3. Adjusting Media Window Size

Once inserted, you can easily change the size of the audio or video window.

To adjust media window size:

1. With the media selected, hover the cursor over a resize handle until it turns into a two-headed arrow.



2. Now you can click and drag to change the window size.

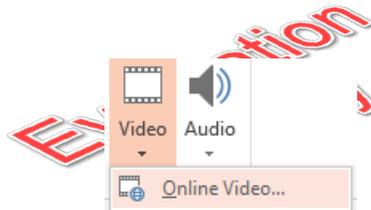


❖ 5.5.4. Inserting a YouTube Video

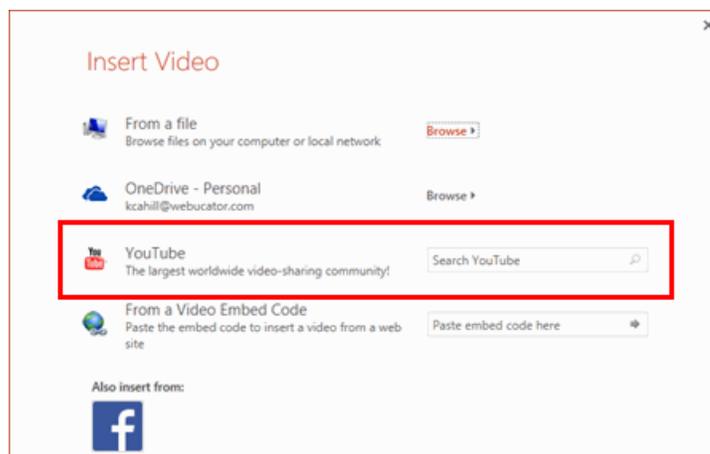
You can insert a YouTube video into a presentation by embedding it. (You can only do this in PowerPoint 2010 and 2013.)

To embed a YouTube video into your presentation:

1. On the **Insert** tab, in the **Media** group, select **Video**.
2. Select **Online Video**.



3. Type a search term in the **YouTube** search box in the **Insert Video** dialog box and press **Enter**.



4. Select a video to insert and click **Insert**.

5. You can click and drag to move and resize the video window.



If you are working in PowerPoint 2010, to embed a YouTube video in your presentation, follow these steps:

1. Select the slide to add the file to.
2. In a web browser, locate the YouTube video you want to embed.
3. Beneath the video, click the **Share** button.
4. Click **Embed**.
5. Mark the **Use old embed code** check box.
6. Copy the embed code from the box.
7. In PowerPoint, on the **Insert** tab, in the **Media** group, click the **Video** drop-down arrow and select **Video from Website**.
8. In the **Insert Video from Website** dialog box, paste the embed code and click **Insert**.



5.6. Editing Media Clips

Once you insert a video or audio file into your PowerPoint presentation, you can edit it from within the presentation; this saves you from having to open a separate editing program to make your changes. Within PowerPoint you can set the volume of the clip, alter its size and position on the slide, and trim the clip.

❖ 5.6.1. Editing an Audio Clip

To edit an audio clip:

1. Select the audio clip in your presentation. The on-demand **Audio Tools** tab displays with its **Format** and **Playback** tabs (in PowerPoint 2007, the **Sound Tools Options** tab appears, which features different options than those listed as follows).



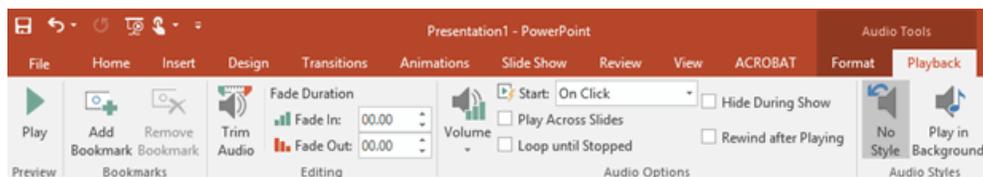
Trim Timing of an Audio Clip

To trim the timing of an audio clip:

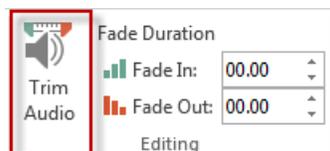
1. Select the audio clip in your presentation. The on-demand **Audio Tools** tab displays with its **Format** and **Playback** tabs (in PowerPoint 2007, the **Sound Tools Options** tab appears, which features different options than those listed as follows).



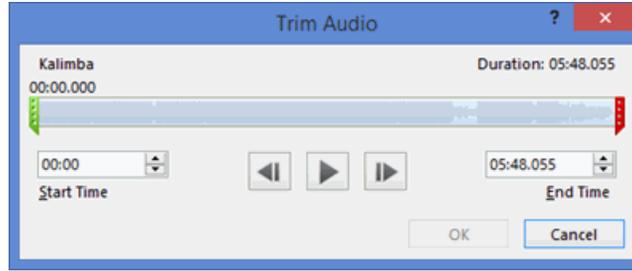
2. Select the **Playback** tab.



3. In the **Editing** group, click **Trim Audio**.



4. In the **Trim Audio** dialog box, alter the timing of the clip by either dragging the selection handles or using the **Start Time** and **End Time** text boxes.



5. Use the **Audio Options** group to change the volume of the clip, to alter whether the clip begins automatically or on a mouse click, and to indicate whether the clip should loop or not.



❖ 5.6.2. Editing a Video Clip

To edit a video clip:

1. Select the video clip in your presentation. The on-demand **Video Tools** tab displays with its **Format** and **Playback** tabs (in PowerPoint 2007, the **Movie Tools Options** tab appears, which features different options than those listed as follows).



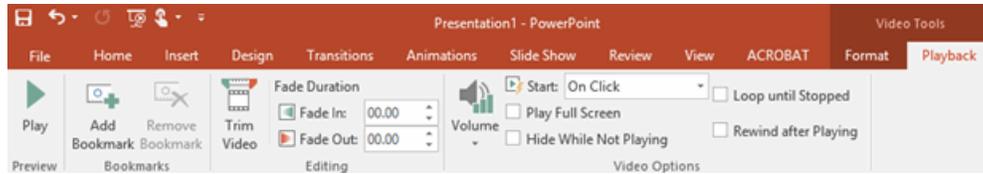
Trim Timing of a Video Clip

To trim the timing of a video clip:

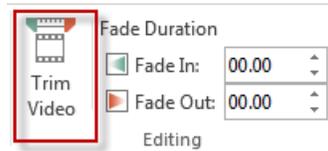
1. Select the video clip in your presentation. The on-demand **Video Tools** tab displays with its **Format** and **Playback** tabs (in PowerPoint 2007, the **Movie Tools Options** tab appears, which features different options than those listed as follows).



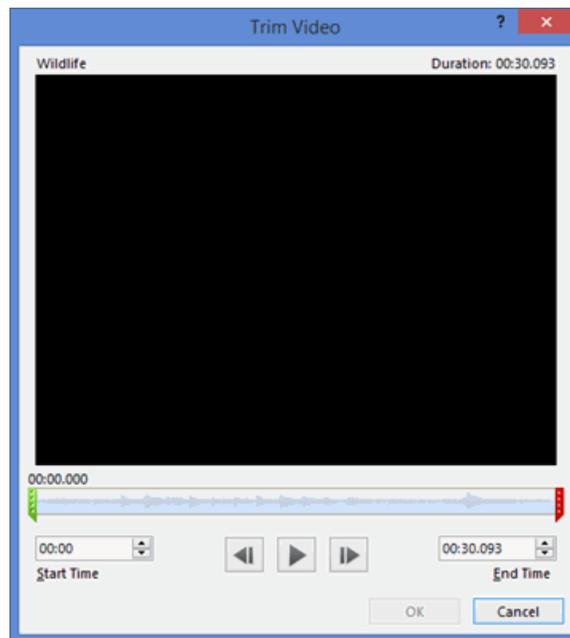
2. Select the **Playback** tab.



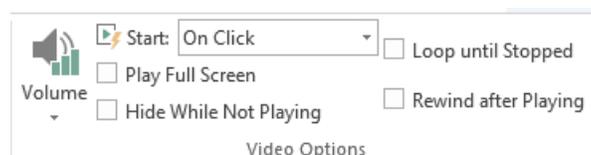
- In the **Editing** group, click **Trim Video**.



- In the **Trim Video** dialog box, alter the timing of the clip by either dragging the selection handles or using the **Start Time** and **End Time** text boxes.



- Use the **Video Options** group to change the volume of the clip, to alter whether the clip begins automatically or on a mouse click, to indicate if the clip should loop, to hide it when it is not playing, and to control whether it displays in full-screen mode.



Set Start and Stop Times of Audio and Video Clips

You can use the **Trim Audio** or **Trim Video** dialog box to set start and stop times of multimedia.

1. Select the **Audio Tools Playback** or **Video Tools Playback** tab.
2. In the **Editing** group, click **Trim Audio** or **Trim Video**.
3. Use the Start Time and End Time text boxes to set the start and stop times of your clip.



Set Media Options

You can set options for audio and video clips including altering the volume and rewinding after playing.

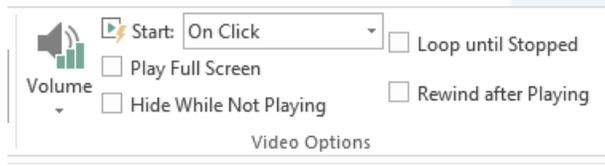
To set media options:

1. Select the **Audio Tools Playback** or **Video Tools Playback** tab.
2. Use the options in the **Audio Options** or **Video Options** group.

Audio Options:



Video Options:



❖ 5.6.3. Link to External Media

Instead of embedding an audio or video clip in your presentation, you may instead want to link to it.

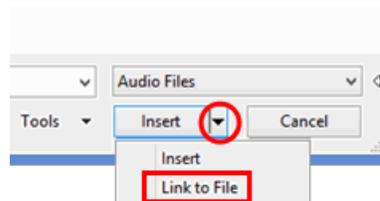
Linking to the file will allow you to edit it independent of PowerPoint, and it can also help keep your presentation's file size down.

To link to a media clip:

1. Select the **Insert** tab and in the Media group, select **Audio** or **Video**.



2. Select **Audio on my PC** or **Video on my PC**.
3. Navigate to the clip.
4. Select **Insert**, and from the drop-down list, select **Link to File**.



Exercise 7: Adding Video to a Presentation

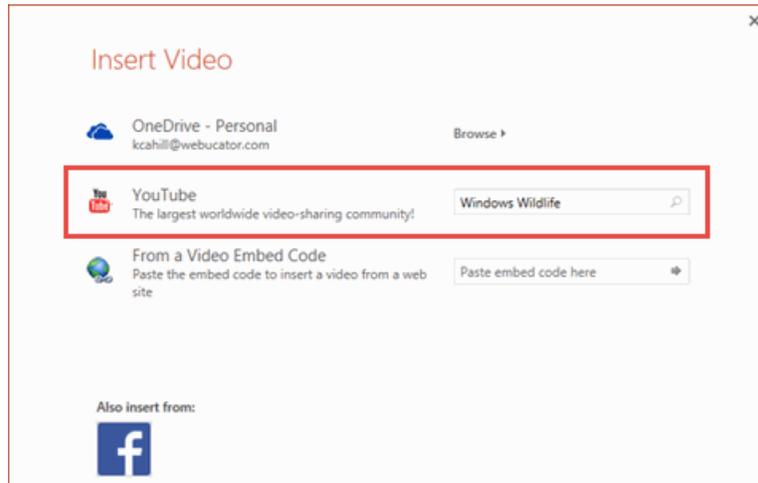
 5 to 10 minutes

In this exercise, you will add video to your presentation.

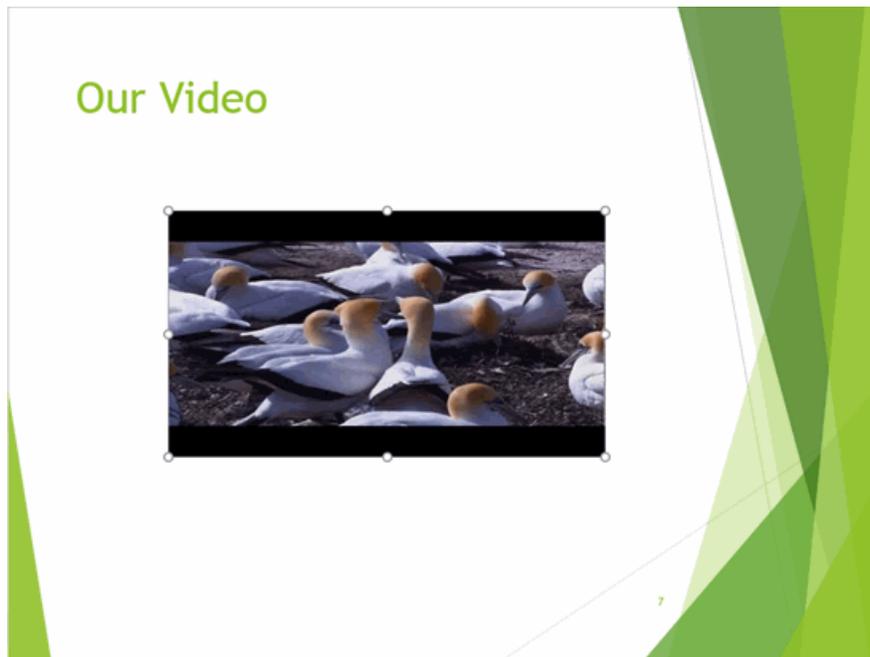
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Multimedia/Exercises folder.
2. Add a video on slide 7.
3. Save the presentation.

Solution

1. Open the presentation and select the slide 7.
2. On the **Insert** tab, in the **Media** group, click the **Video** drop-down list and select **Online Video**.
3. In the **YouTube Search** field, type “windows wildlife”, and press **Enter**.



4. Select a video file and press **Insert**.
5. Drag the video file on the slide to position it.



6. Change to Slide Show view to preview the animation.
7. Save the presentation.

Conclusion

In this lesson, you learned:

- To create a photo album.
- To add captions to photos in an album.
- To apply a theme to an album.
- To customize the photo album layout.
- To insert sound and video in a presentation.
- To edit media clips in PowerPoint.
- To change multimedia settings.

LESSON 6

Setting up the Slide Show

Topics Covered

- Custom slide shows.
- Hyperlinks.
- Adding an action button.
- Jumping to another presentation.
- Rehearsing timing.
- Navigating within a slide show.
- Annotating a presentation.
- Creating a presenter-independent slide show.
- Automatic repeat.

Introduction

Once your presentation is complete, the next step is to set up the slide show.



6.1. Setting up a Custom Show

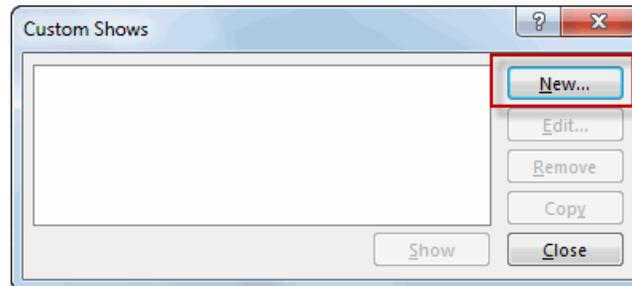
A custom slide show lets you present selected parts of your presentation. You can create a single presentation and target different audiences using selected parts of it.

To set up a custom slide show:

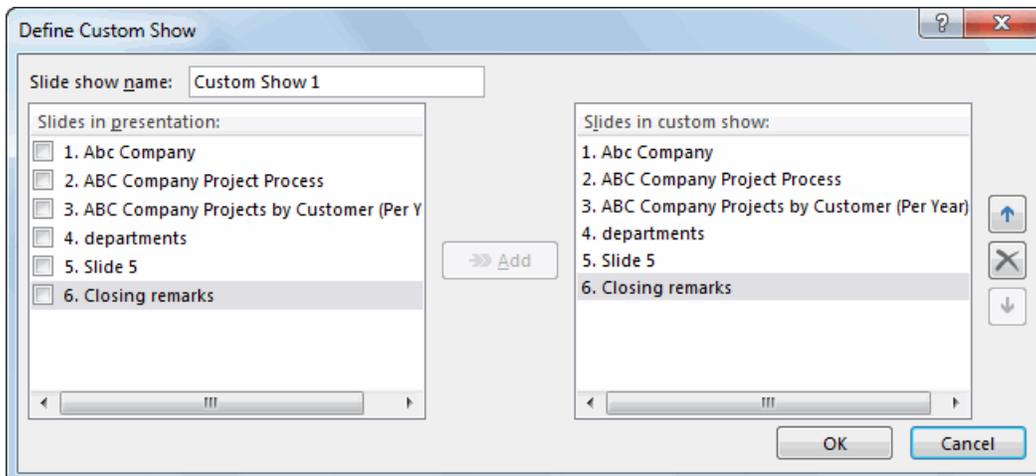
1. On the **Slide Show** tab, in the **Start Slide Show** group, click **Custom Slide Show**.
2. Select **Custom Shows**.



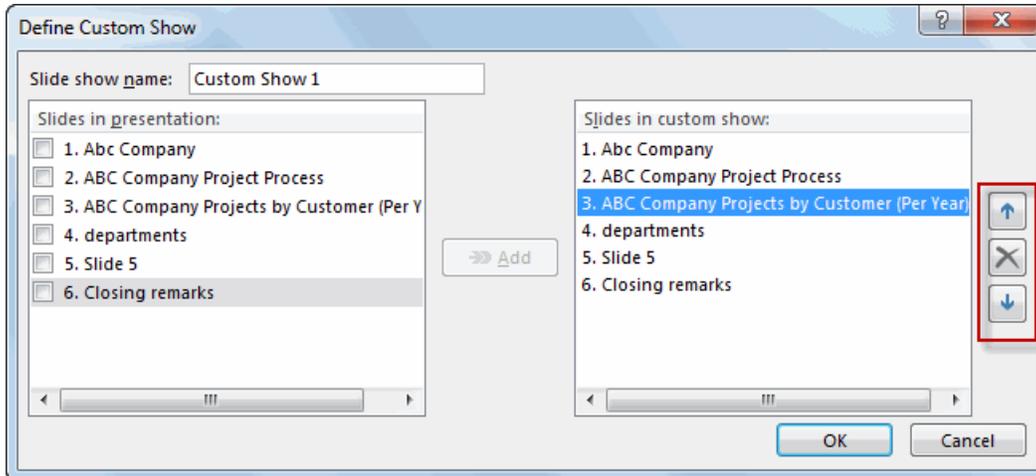
3. In the **Custom Shows** dialog box, click **New**.



4. In the **Define Custom Show** dialog box, type a name for the custom show in the **Slide show name** field.
5. In the **Slides in presentation** pane, select the slides to include in the custom show. You can press **Ctrl** while clicking slides to select multiple slides or use **Shift** to select a range of slides.
6. Click **Add**.



7. If you need to reorder the slides, select a slide in the **Slides in custom show** pane and use the arrows to move it to the desired position. Repeat this step for other slides until you achieve the desired order.



8. When you finish, click **OK**.
9. Click **Close**.

❖ 6.1.1. Configuring Slide Show Resolution

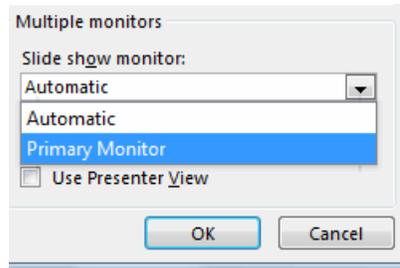
You can specify the resolution of the monitor you are presenting the slide show on, based on the configuration you are working with.

To configure slide show resolution:

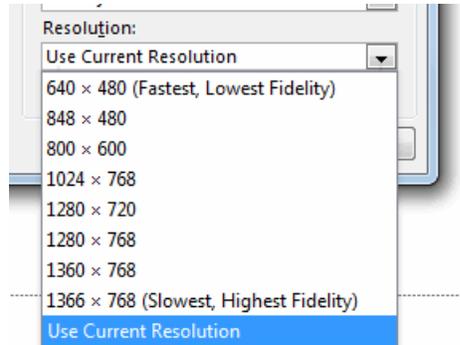
1. Select the **Slide Show** tab.
2. From the **Set Up** group, select **Set Up Slide Show**.



3. In the **Multiple monitors** section, from the **Slide show monitor** drop-down list, select **Primary Monitor**.



4. From the **Resolution** drop-down list, select a resolution and then click **OK**.



Evaluation
Copy

6.2. Creating a Hyperlink

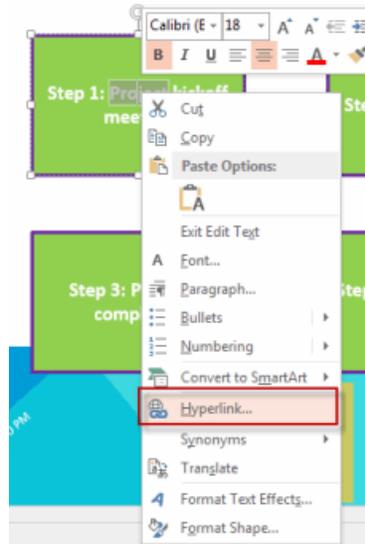
You can add a hyperlink to a presentation, linking to a web page, an email address, a place in the current presentation, or a new document.

To add a hyperlink to a PowerPoint slide:

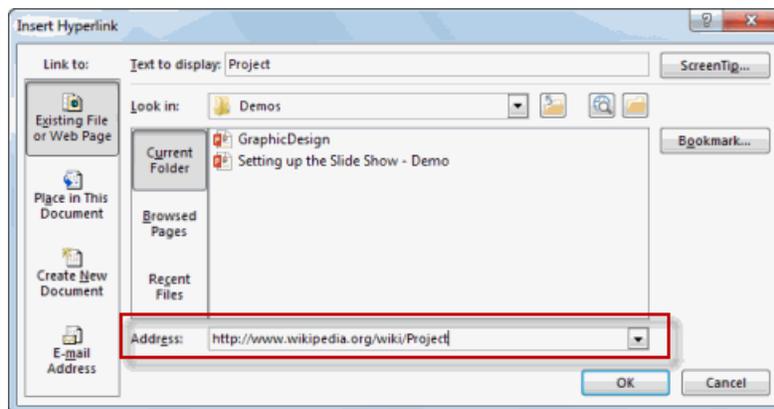
1. Highlight the text that you want to serve as the hyperlink.



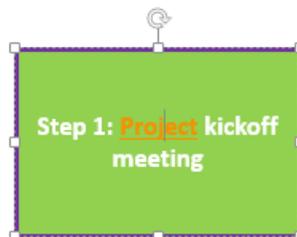
2. Right-click and select **Hyperlink**.



3. In the **Insert Hyperlink** dialog box, type the URL for the link in the **Address** field.



4. Click **OK**.



If linking to a document, a place in the presentation, or an email address, click the appropriate option in the **Link to** section of the **Insert Hyperlink** dialog box.

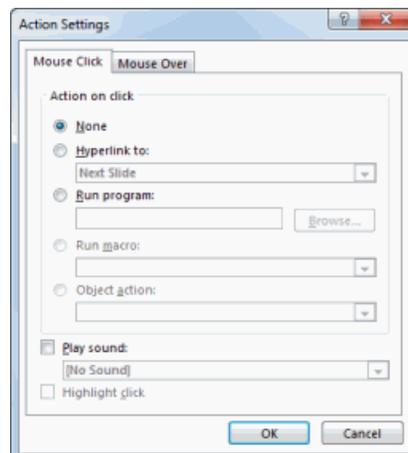


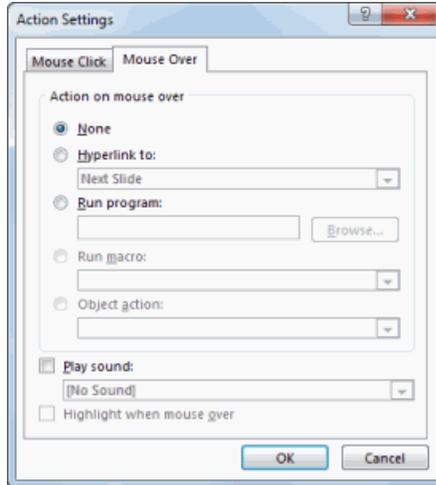
6.3. Adding an Action Button

You can also add an action button to a presentation. An action button works similarly to a hyperlink; when you click or mouse over it, it will perform an action such as linking to a web page, playing a sound, or launching a program.

To add an action to your presentation:

1. Select the object on the slide to apply the action to.
2. On the **Insert** tab, in the **Links** group, click **Action**.
3. In the **Action Settings** dialog box, select the **Mouse Click** or **Mouse Over** tab depending on how you want to initiate the action.





4. Select the action that you want to occur. There are five possible actions:
 - **None:** No action occurs.
 - **Hyperlink to:** Links to another destination that you specify such as another slide in the presentation, a different presentation, a website, or another file.
 - **Run program:** Runs the program that you specify.
 - **Run macro:** Runs the macro you select. This option is only available if there are macros in your presentation.
 - **Object action:** Performs the selected action. This option is only available if your presentation contains an OLE object.

5. Click **OK**.

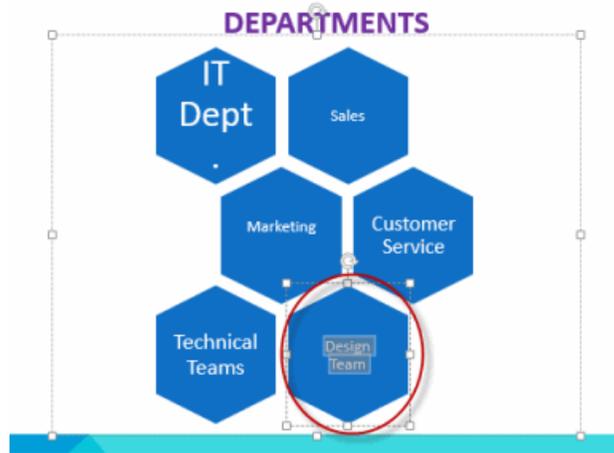


6.4. Jumping to Another Presentation

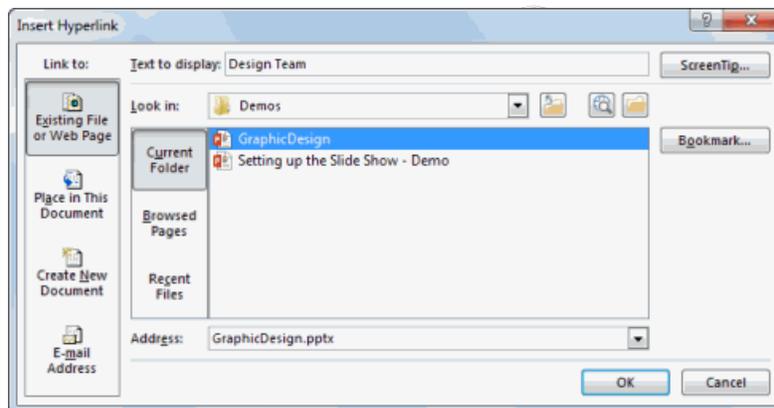
You can use a hyperlink or button to link to another presentation so you can quickly access it while you are presenting.

To jump to another presentation:

1. Highlight the text that you want to serve as the hyperlink.

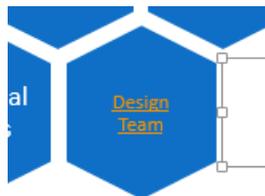


2. Right-click and select **Hyperlink**.
3. In the **Insert Hyperlink** dialog box, ensure that **Existing File or Web Page** is selected.
4. Browse to the presentation you want to link to and select the file.



5. Click **OK**.

This creates a link to the secondary presentation which is visible and clickable in Slide Show view.



Exercise 8: Presenting a Custom Show

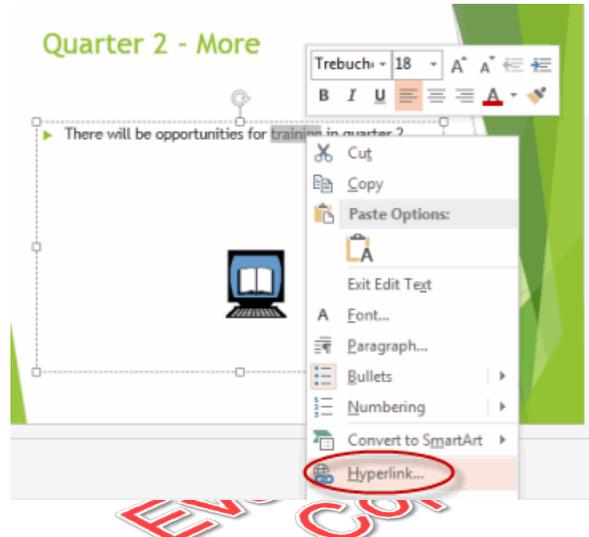
 10 to 15 minutes

In this exercise, you will add a hyperlink and an action to a presentation.

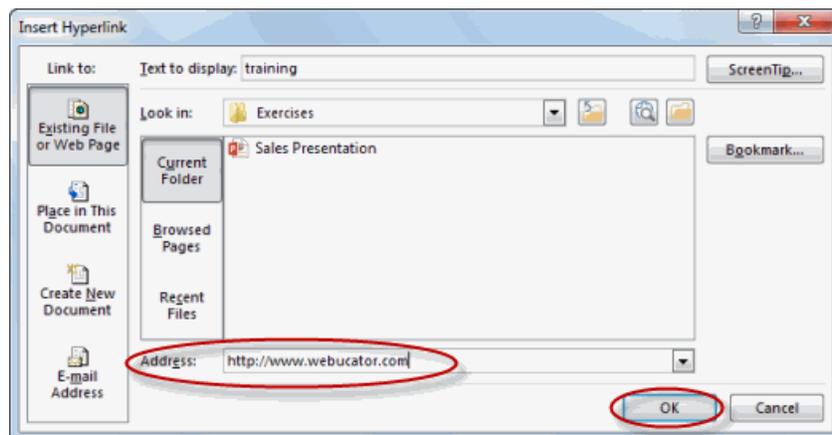
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Setting up the Slide Show/Exercises folder.
2. On slide 4, add a hyperlink to the word “training” that points to www.webucator.com.
3. On slide 1, add an action to the first bullet that plays an applause audio file when clicked.
4. Save the presentation.

Solution

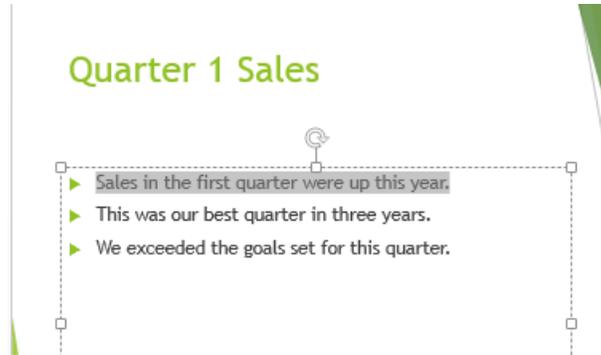
1. Open the file and select slide 4.
2. On slide 4, highlight the word “training”, right-click, and select **Hyperlink**.



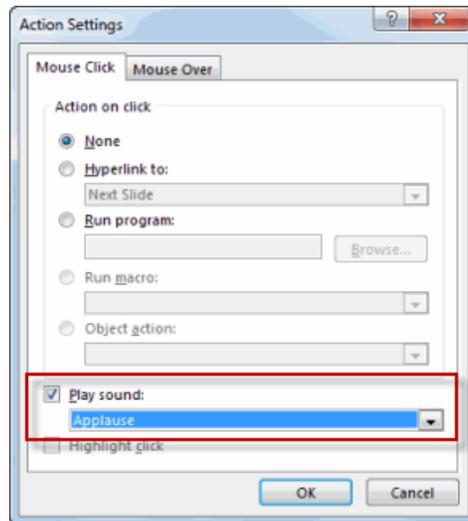
3. In the **Address** text box, type `http://www.webucator.com`, and click **OK**.



4. Select slide 1 and highlight the first bulleted item.



5. On the **Insert** tab, in the **Links** group, click **Action**.
6. On the **Mouse Click** tab, mark the **Play Sound** checkbox and select **Applause** from the drop-down list.



7. Click **OK**.
8. Change to Slide Show view and preview your changes.
9. Save the presentation.

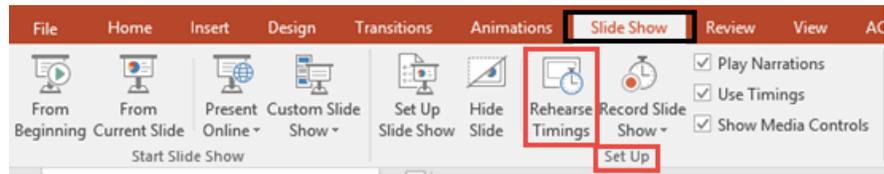


6.5. Using Rehearse Timings

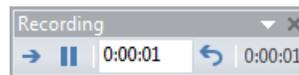
You may want to rehearse presenting your slideshow to make sure the timing is correct. To do so, you can use the Rehearse Timings feature.

To use Rehearse Timings:

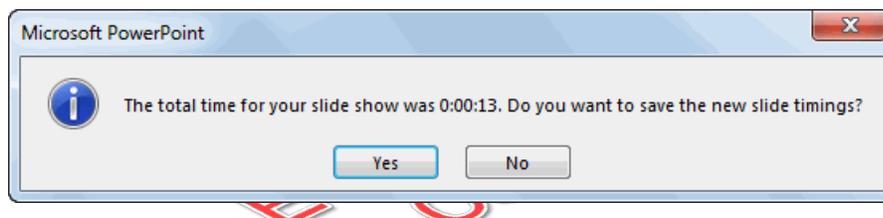
1. Select the **Slide Show** tab and in the **Set Up** group, select **Rehearse Timings**.



2. The **Recording** box will launch. You can use the options to click through the slideshow and pause it.



3. When done recording, a dialog box will launch asking if you would like to save the timing. Click **Yes** to save the new slide timings.



6.6. Navigating within a Slide Show

There are a number of different ways you can navigate your slides in a presentation:

While in presentation mode:

1. To advance, press the **Spacebar**, the **Right Arrow** key, the **Down Arrow** key, or **P**.
2. To go back, press the **Backspace** key, the **Left Arrow** key, the **Up Arrow** key, or **N**.
3. To go to a specific slide, press **Ctrl+S** and select the slide.

You can also use the mouse to navigate. To move forward, click. To move backward, right-click and select **Previous**.

Finally, you can use the mouse and onscreen buttons to move forward and backward.

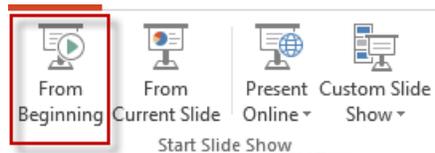


6.7. Annotating a Presentation

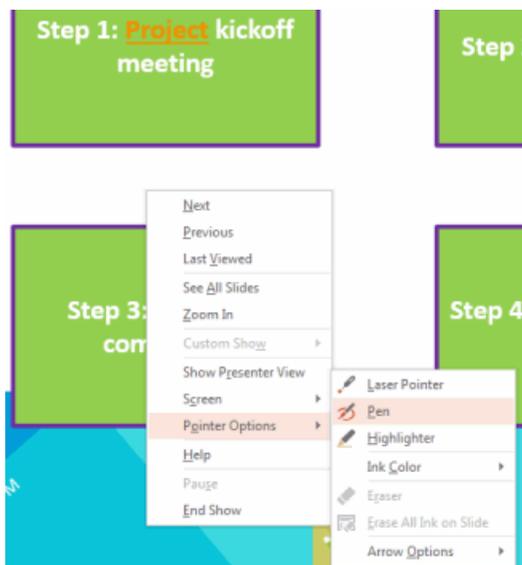
Annotating a presentation allows you to highlight certain elements as you are presenting.

To annotate a presentation:

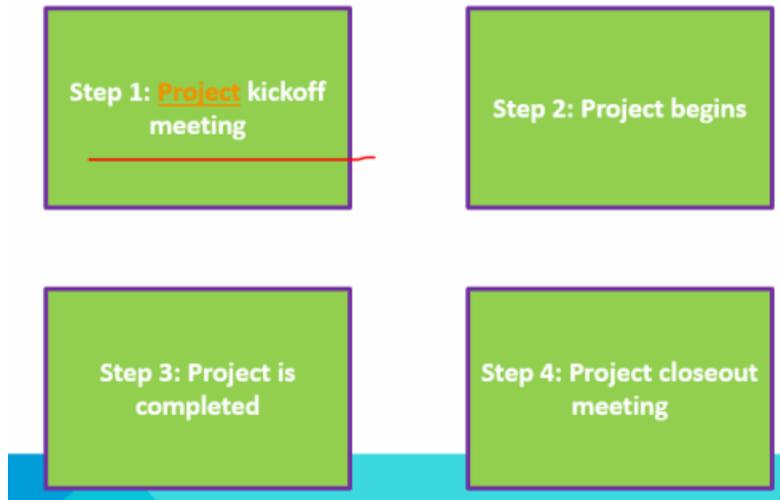
1. On the **Slide Show** tab, in the **Start Slide Show** group, click **From Beginning**.



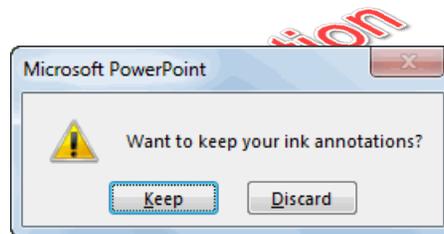
2. In Slide Show view, right-click the slide you want to annotate, and select **Pointer Options**.



3. Select **Pen** or **Highlighter**.
4. You can now “draw” on your slides.



5. When you exit Slide Show view, you are prompted to keep or discard your annotations.

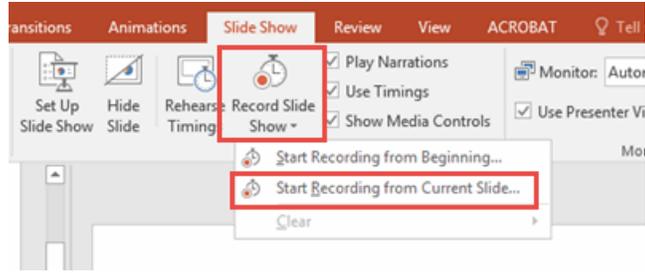


6.8. Creating a Presenter-Independent Slide Show

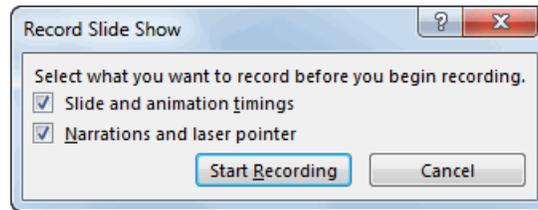
You can set up your slide show so that parts of it run independently without presenter interaction. This can allow the presenter to take a break. (In PowerPoint 2007, you can record narration but not a presenter-independent show.)

To create a presenter-independent slide show:

1. Select the slide where you want the independent part of the show to begin.
2. On the **Slide Show** tab, in the **Set Up** group, click the **Record Slide Show** drop-down arrow.
3. Select **Start recording from Current Slide**.



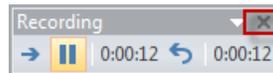
4. In the **Record Slide Show** dialog box, mark both checkboxes: **Slide and animation timings** and **Narrations and laser pointer**.



5. Click **Start Recording**. The **Recording** dialog box displays in the upper-left corner of the screen.



6. Speak into the microphone to record the narration.
7. Navigate to the next slide.
8. Continue speaking the narration, and continue this process until the presenter-independent part of the show is done.
9. When you finish, click the **Close** button on the **Recording** dialog box.



6.9. Setting Up a Slide Show to Repeat Automatically

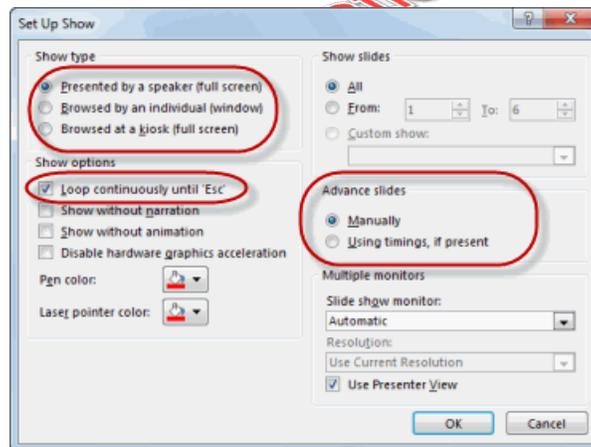
You can set up a slide show to repeat automatically. This is useful in situations where the audience may be viewing it at different times.

To set up a slide show to repeat automatically:

1. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.



2. In the **Set Up Show** dialog box, in the **Show type** section, select **Browsed by an individual (window)** or **Browsed at a kiosk (full screen)**.
3. In the **Show options** section, mark the **Loop continuously until 'Esc'** checkbox.
4. In the **Advance slides** section, select whether to advance the slides **Manually** or **Using timings, if present**.



5. Click **OK**.

Exercise 9: Preparing the Slide Show

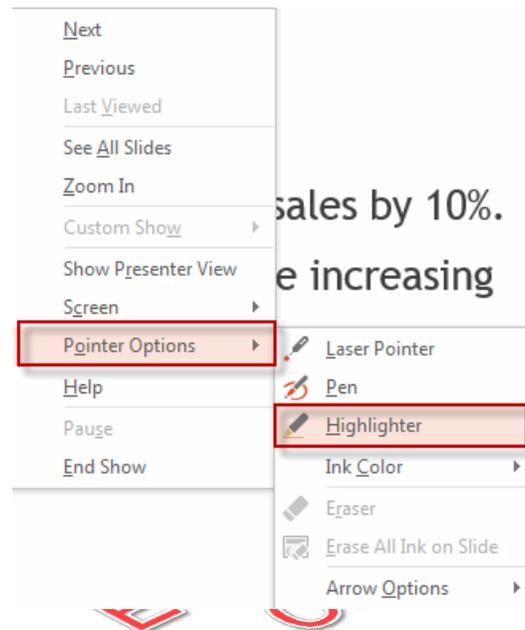
 10 to 15 minutes

In this exercise, you will annotate a slide and set up your slide show to repeat automatically.

1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Setting up the Slide Show/Exercises folder.
2. On slide 3, annotate the first bullet with the highlighter and then discard the annotation.
3. Set up the slide show to repeat automatically for individual browsing using manual advance of the slides.
4. Save the presentation.

Solution

1. Open the file and select slide 3.
2. On the **Slide Show** tab, in the **Start Slide Show** group, click **From Current Slide**.
3. In Slide Show view, right-click and select **Pointer Options > Highlighter**.



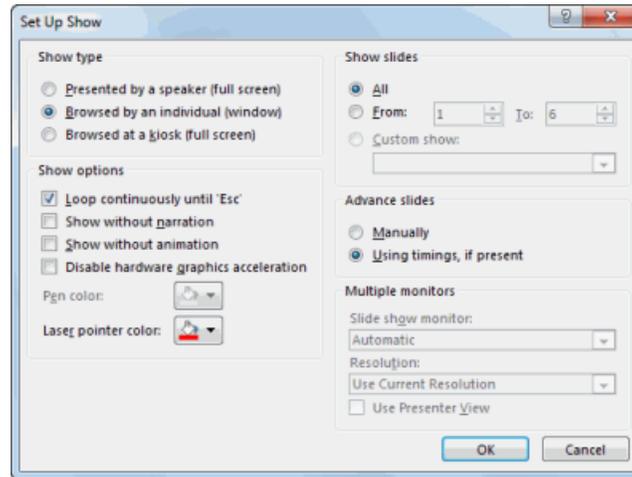
4. Click and drag over the first bullet to highlight it.

Quarter 2 Sales

- ▶ The goals for quarter 2 are aggressive.
- ▶ We hope to exceed 2011's second-quarter sales by 10%.
- ▶ Goals for the second quarter of 2012 include increasing sales by 10% above our original goal.
- ▶ Each salesperson needs to bring in one new account this quarter.

5. Press **Esc** and click **Discard**.
6. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
7. In the **Set Up Show** dialog box, in the **Show type** section, select **Browsed by an individual (window)**.

- In the **Show options** section, mark the **Loop continuously until 'Esc'** checkbox.
- In the **Advance slides** section, select **Manually**.



- Click **OK**.
- Save the presentation.

**Evaluation
Copy**

Conclusion

In this lesson, you learned:

- To set up a custom slide show.
- To create a hyperlink.
- To add an action button.
- To jump to another presentation.
- To rehearse the timing of your presentation.
- To navigate within a slide show.
- To annotate a presentation.
- To create a presenter-independent slide show.
- To set up a slide show to repeat automatically.

LESSON 7

Outlines and Slides

Topics Covered

- Exporting notes and handouts to Word documents.
- Exporting an outline to a Word document.
- Saving a presentation as an outline.
- Saving a slide as a graphic.

Introduction

PowerPoint has several features to help facilitate your presentation to an audience including exporting of notes, handouts, and outlines, and saving slides as graphics.

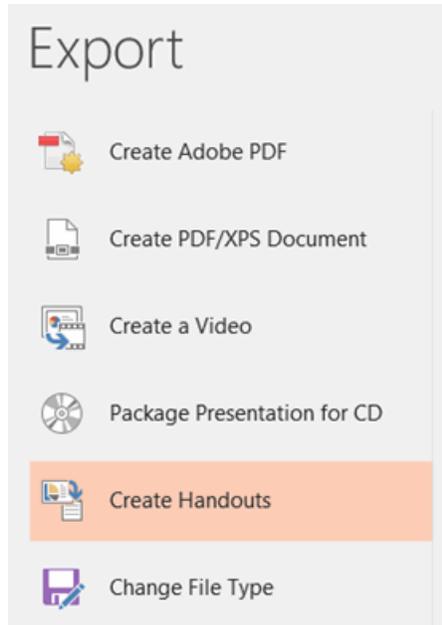


7.1. Exporting Notes and Handouts to Word

You can export notes or handouts in your PowerPoint presentation to Word documents for your own use or for distribution to your audience.

To export notes or handouts to Word:

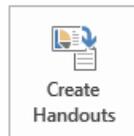
1. Select the **File** tab and click **Export (Save & Send** in PowerPoint 2010).
2. In the **Export** section (**Save & Send** section in PowerPoint 2010), click **Create Handouts**.



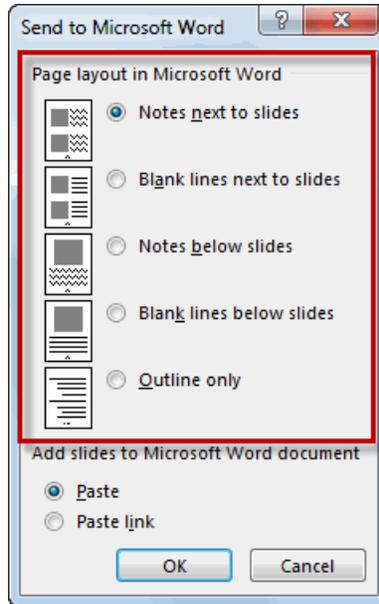
3. In the **Create Handouts in Microsoft Word** pane, click the **Create Handouts** button.

Create Handouts in Microsoft Word

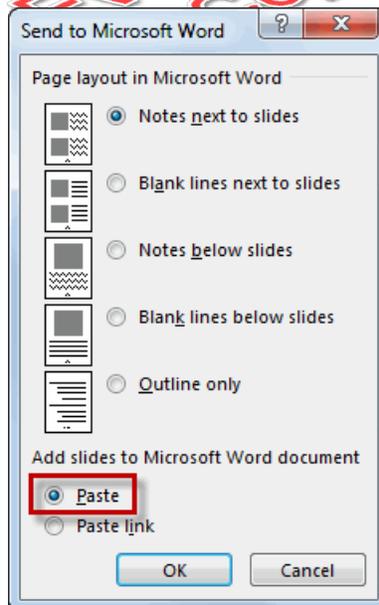
- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation changes



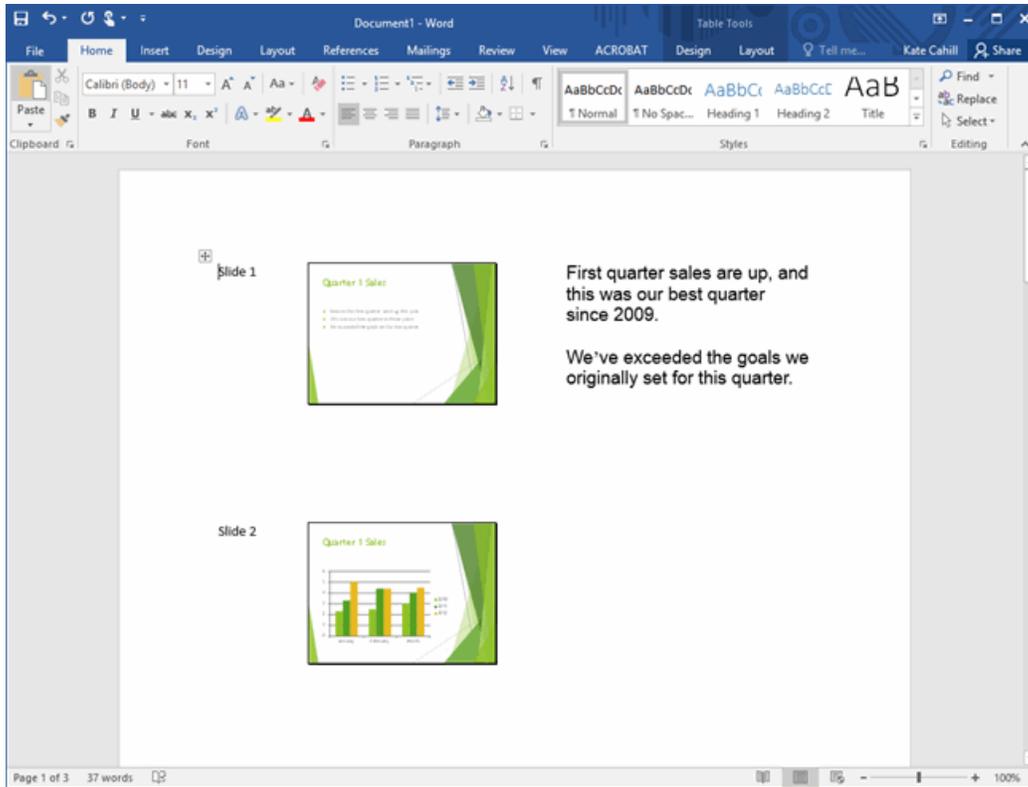
4. In the **Send To Microsoft Word** dialog box, select a page layout.



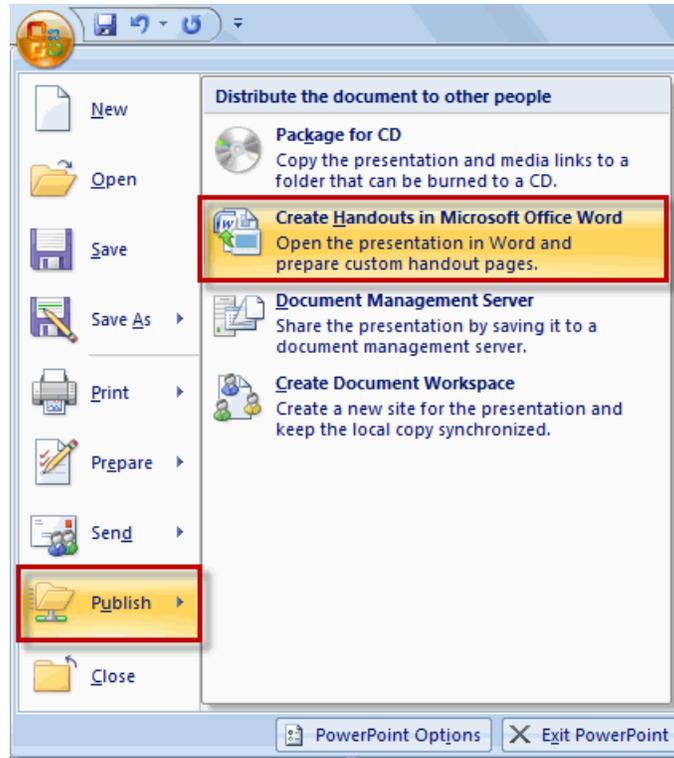
5. In the **Add slides to Microsoft Word document** section, accept the default selection of **Paste**. The **Paste link** option automatically updates the Word document with any changes to the PowerPoint slides.



6. Click **OK**. A Word document of your handout opens.



To create notes and handouts in PowerPoint 2007, click the **Microsoft Office** button, and then select **Create Handouts in Microsoft Office Word** to access the **Send to Microsoft Word** dialog box.

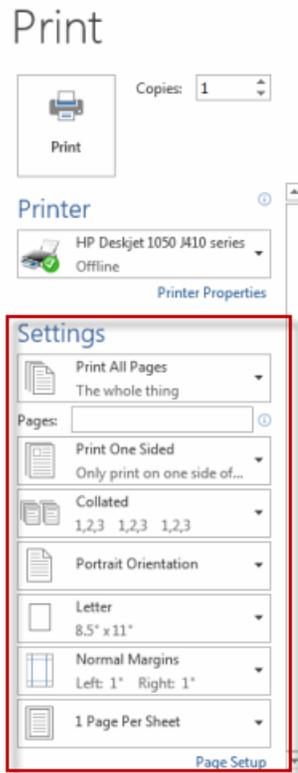


❖ 7.1.1. Setting Handout Print Options

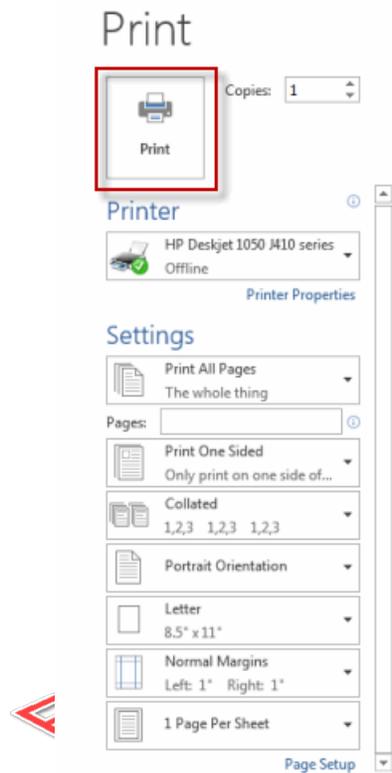
You may want to print your handouts after you have exported them to Word.

To print:

1. In the Word handouts, press **Ctrl+P**.
2. Set print options using the options under **Settings**.



3. When ready to print, click the **Print** button.

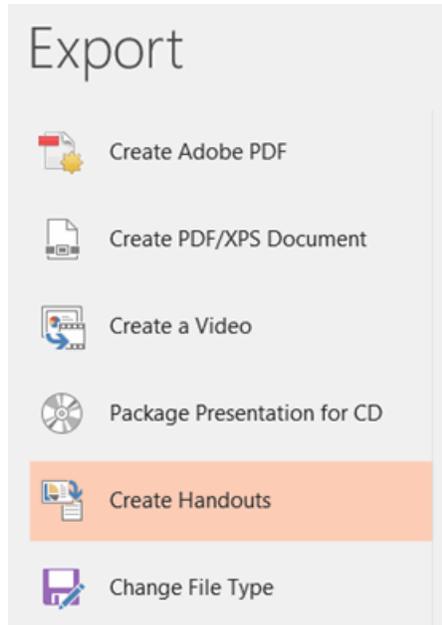


7.2. Exporting an Outline to Word

You can save an outline of your presentation to a Word document. Using a printed outline can help you stay oriented to your material as you make your presentation.

To export an outline to Word:

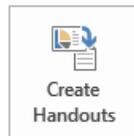
1. Select the **File** tab and click **Export (Save & Send)** in PowerPoint 2010).
2. In the **Export** section (**Save & Send** section in PowerPoint 2010), click **Create Handouts**.



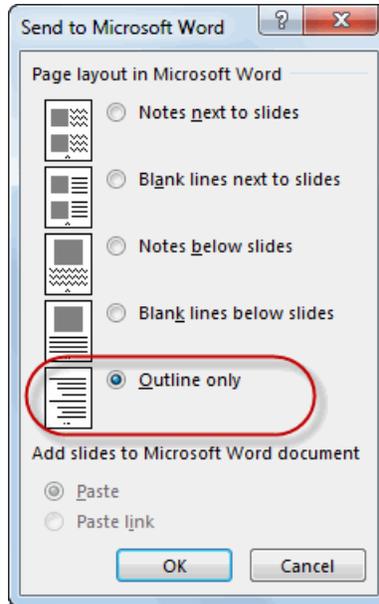
3. In the **Create Handouts in Microsoft Word** pane, click the **Create Handouts** button.

Create Handouts in Microsoft Word

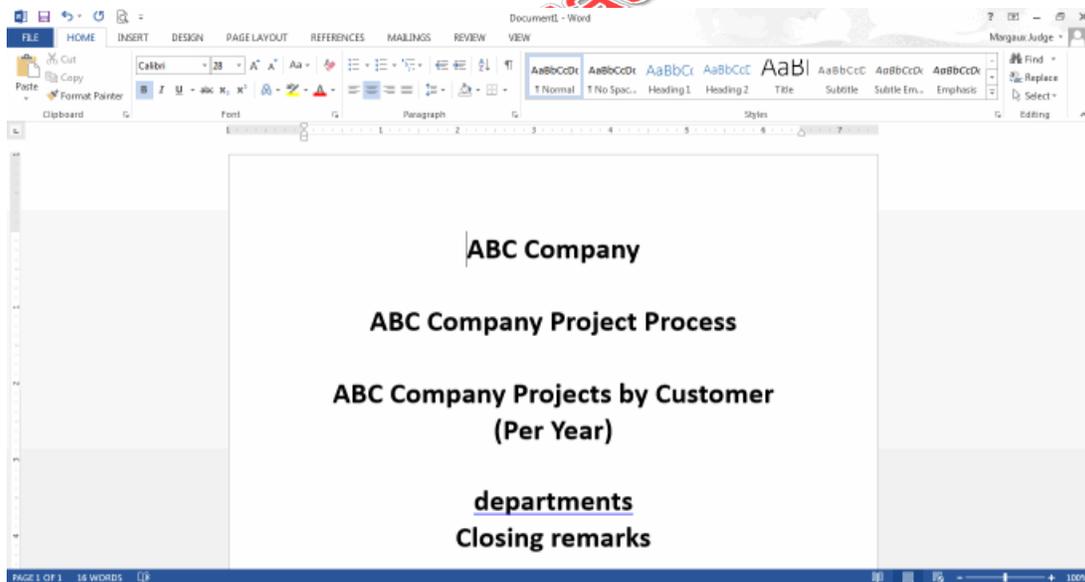
- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation changes



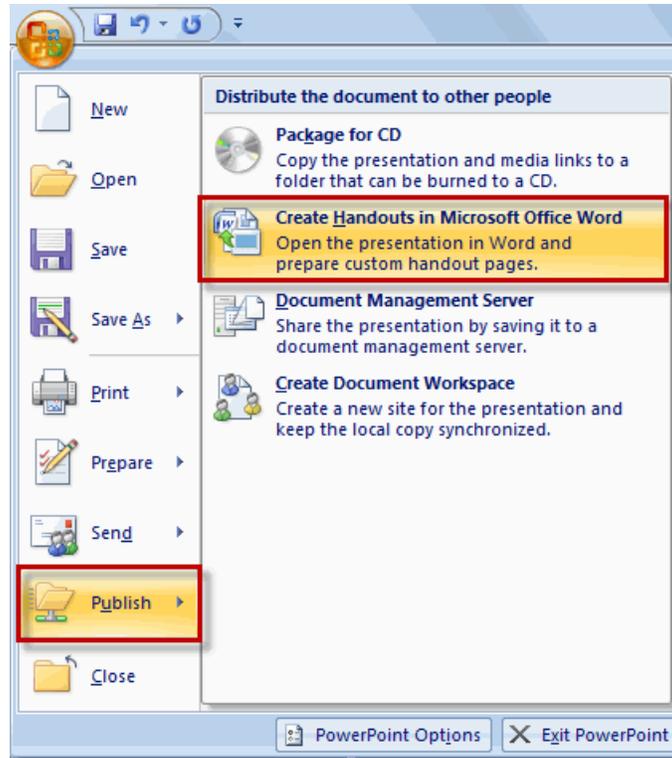
4. In the **Send To Microsoft Word** dialog box, select the **Outline only** layout.



5. Click **OK**. A Word document of your outline opens.



To create notes and handouts in PowerPoint 2007, click the **Microsoft Office** button, and then select **Create Handouts in Microsoft Office Word** to access the **Send to Microsoft Word** dialog box.

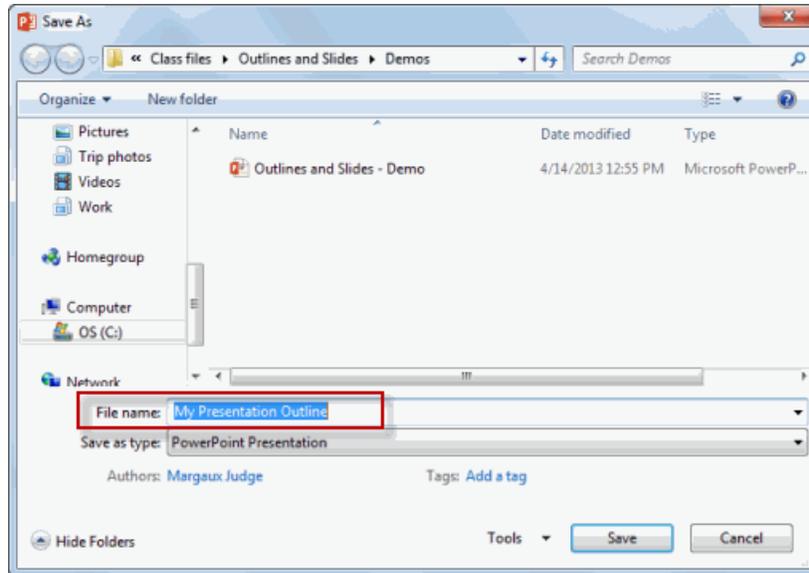


7.3. Saving a Presentation as an Outline

Saving your presentation as an outline is a good way to condense it to distribute to your audience members or for your own use as you prepare to present.

To save a presentation as an outline:

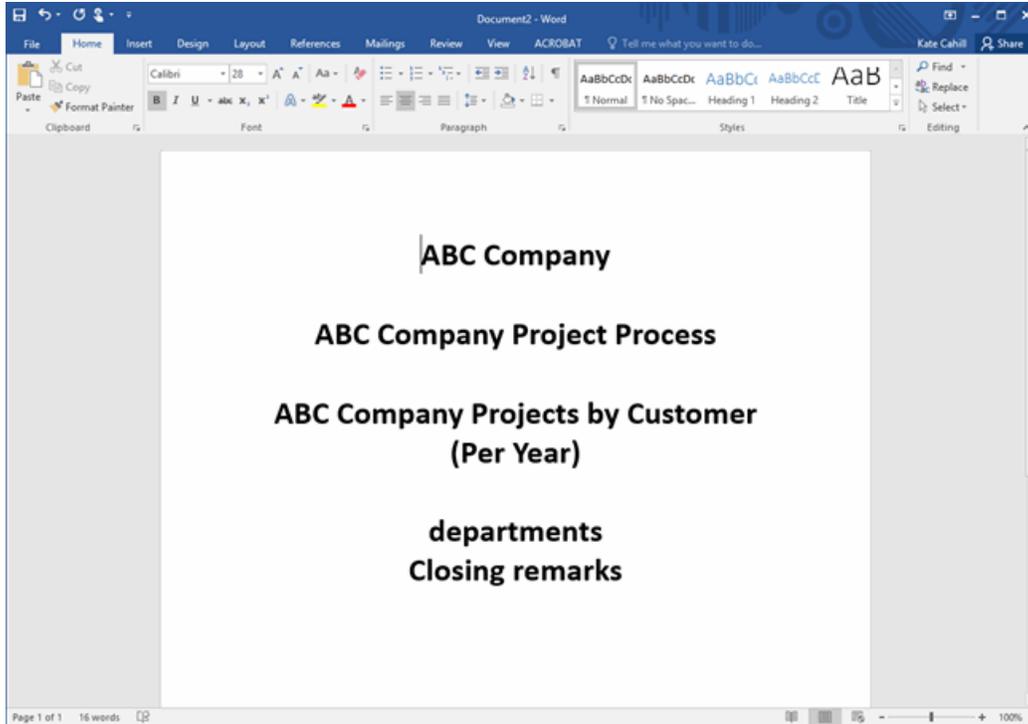
1. Select the **File** tab and click **Save As**.
2. In the **Save As** section, navigate to the location where you want to save the file and then type a name in the **File name** field.



3. From the **Save as type** drop-down list, select **Outline/RTF**.



4. Click **Save**. The presentation outline is saved as a rich text file in the location you specified.

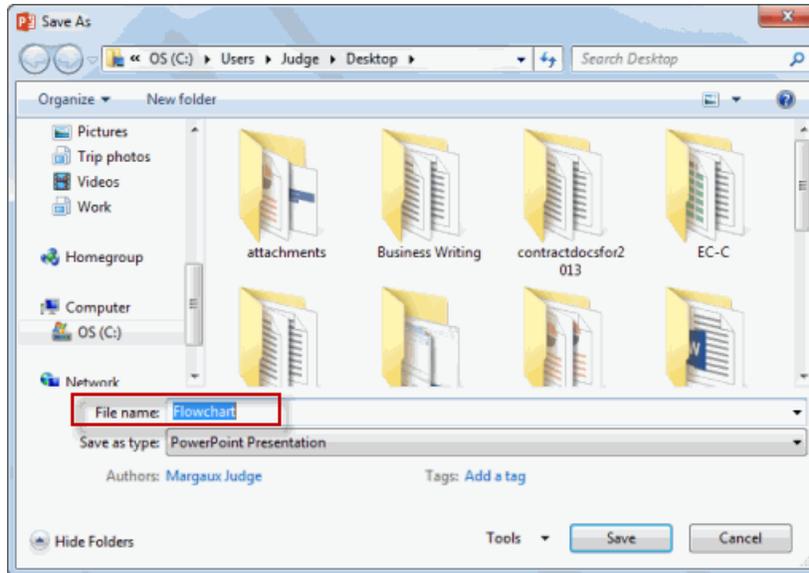


7.4. Saving a Slide as a Graphic

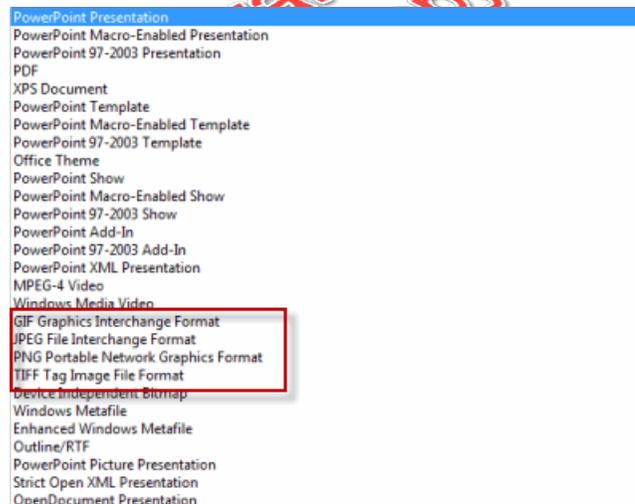
You can save slides from a presentation as graphic files.

To save a slide as a graphic:

1. Select the slide to save as a graphic file.
2. Select the **File** tab and click **Save As**.
3. In the **Save As** section, navigate to the location where you want to save the graphic file and then type a name in the **File name** field.



4. From the **Save as type** drop-down list, select a graphics format: GIF, JPEG, PING, or TIFF.



5. Click **Save**.
6. In the message box, click **Just This One** (**Current Slide Only** in PowerPoint 2007 and 2010).



Exercise 10: Exporting an Outline to Word

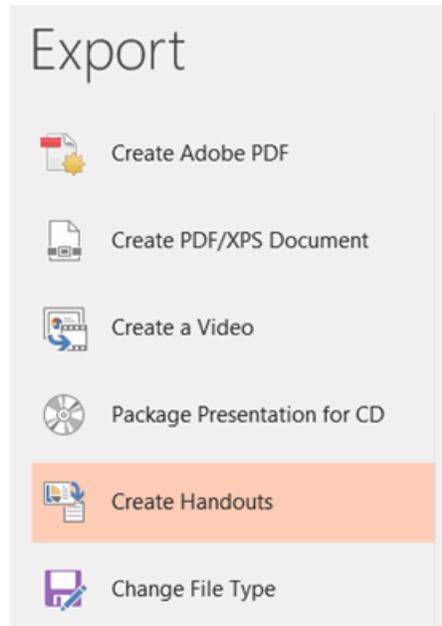
 10 to 15 minutes

In this exercise, you will export an outline to a Word document.

1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Outlines and Slides/Exercises folder.
2. Export an outline of the presentation to a Word document.
3. Save the outline as Sales Presentation Outline.docx.

Solution

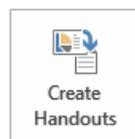
1. Open the file, select the **File** tab and click **Export** (**Save & Send** in PowerPoint 2010).
2. In the **Export** section (**Save & Send** section in PowerPoint 2010), click **Create Handouts**.



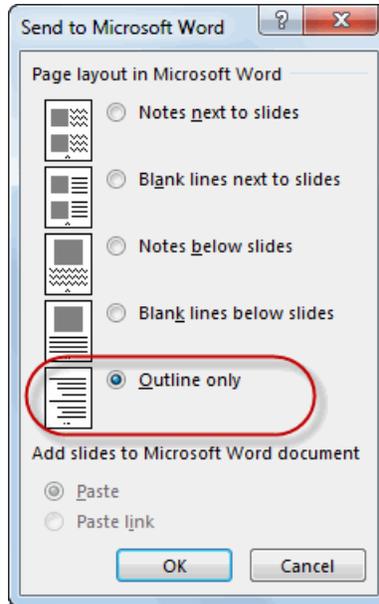
3. In the **Create Handouts in Microsoft Word** pane, click the **Create Handouts** button.

Create Handouts in Microsoft Word

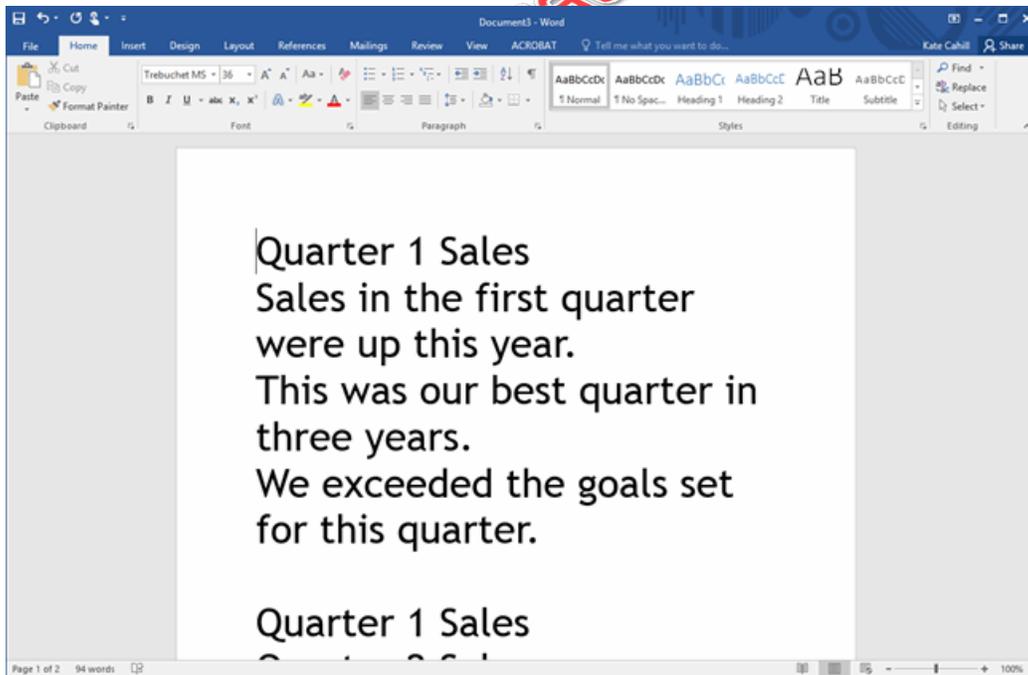
- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation changes



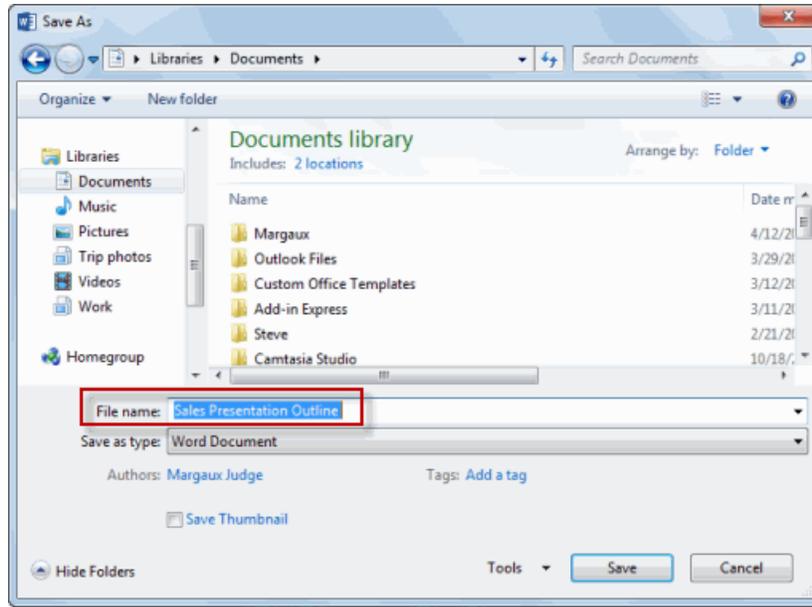
4. In the **Send To Microsoft Word** dialog box, select the **Outline only** layout.



5. Click **OK**. The outline opens in Word.



6. In Word, save the file as "Sales Presentation Outline".



Conclusion

In this lesson, you learned:

- To export notes and handouts to Word documents.
- To export an outline to a Word document.
- To save your presentation as an outline.
- To save a slide in your presentation as a graphic.

LESSON 8

Managing Multiple Presentations

Topics Covered

- Merging multiple presentations.
- Reusing slides from other presentations.
- Viewing multiple presentations.
- Tracking and managing changes.

Introduction

You may need to work with multiple presentations in PowerPoint. This lesson will cover how to effectively manage multiple presentations.

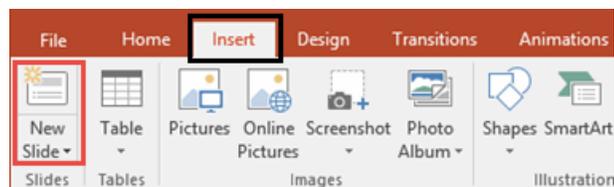
Evaluation
Copy

8.1. Merging Multiple Presentations

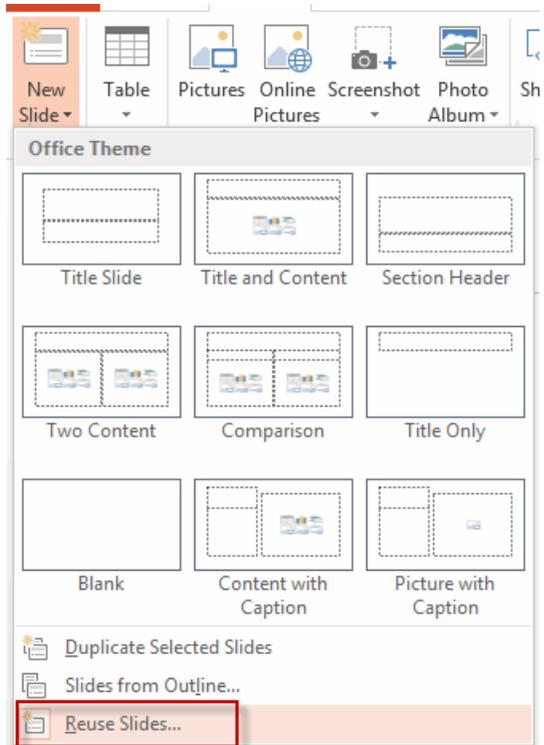
You can merge multiple presentations into one in PowerPoint 2016.

To merge multiple presentations:

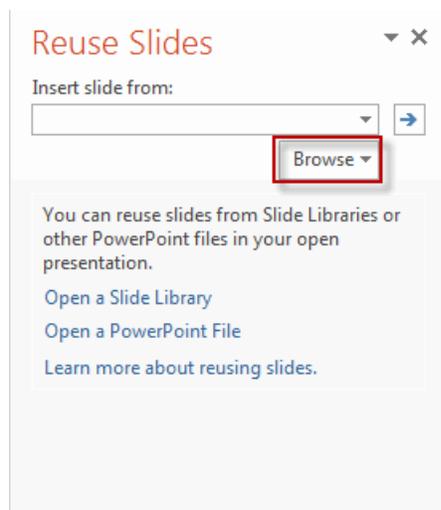
1. In the presentation you are adding the secondary slides to, select the slide to which you want to add new slides following it on the **Slides** tab.
2. On the **Insert** tab, from the **Slides** group, select **New Slide**.



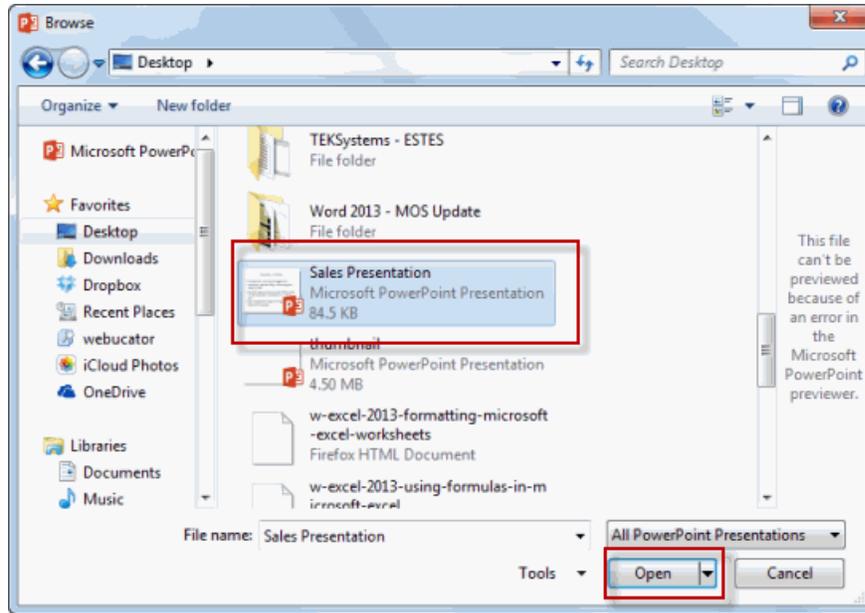
3. From the drop-down list, select **Reuse Slides**.



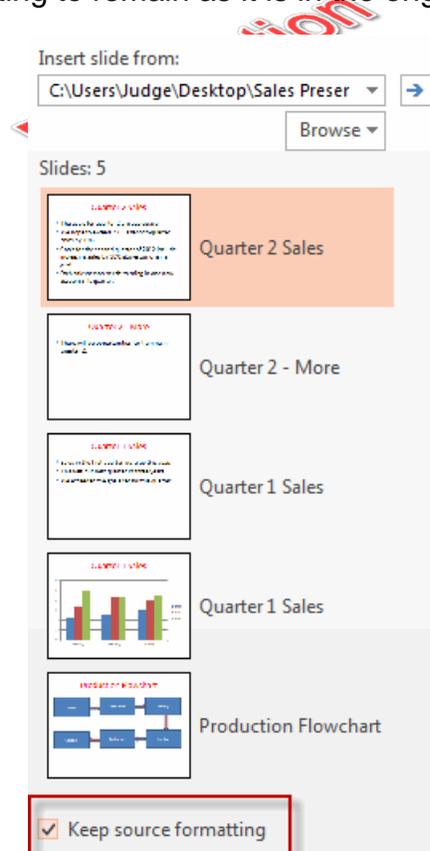
4. In the **Reuse Slides** pane, click **Browse** and then select **Browse File...** to search for the secondary presentation.



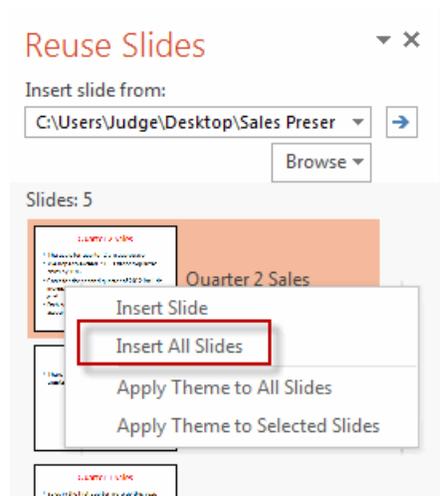
5. Locate the file in the **Browse** dialog box, and click **Open** to insert it.



6. The slides will appear in the pane. Check the **Keep source formatting** check box if you want the formatting to remain as it is in the original presentation.



7. Right-click the first slide and select **Insert All Slides**.



Preserve Presentation Content

When merging presentations, to preserve presentation content formatting, check the **Keep source formatting** check box in the **Slide Finder** dialog box.

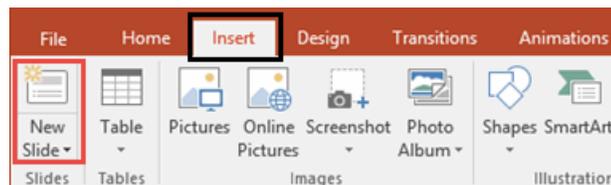


8.2. Reusing Slides from Other Presentations

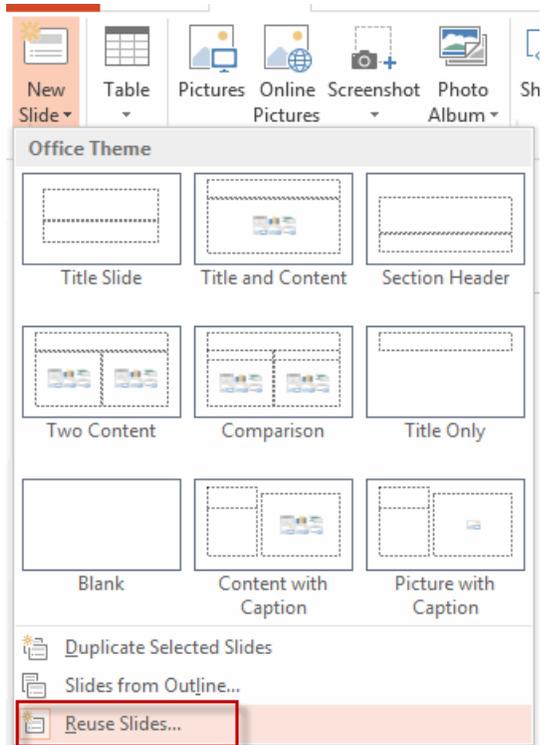
You can add only certain slides from other presentations in your PowerPoint presentation.

To reuse certain slides:

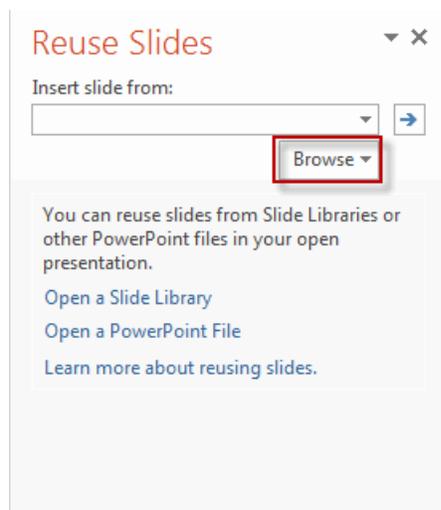
1. In the presentation you are adding the secondary slides to, select the slide to which you want to add new slides following it on the **Slides** tab.
2. On the **Insert** tab, from the **Slides** group, select **New Slide**.



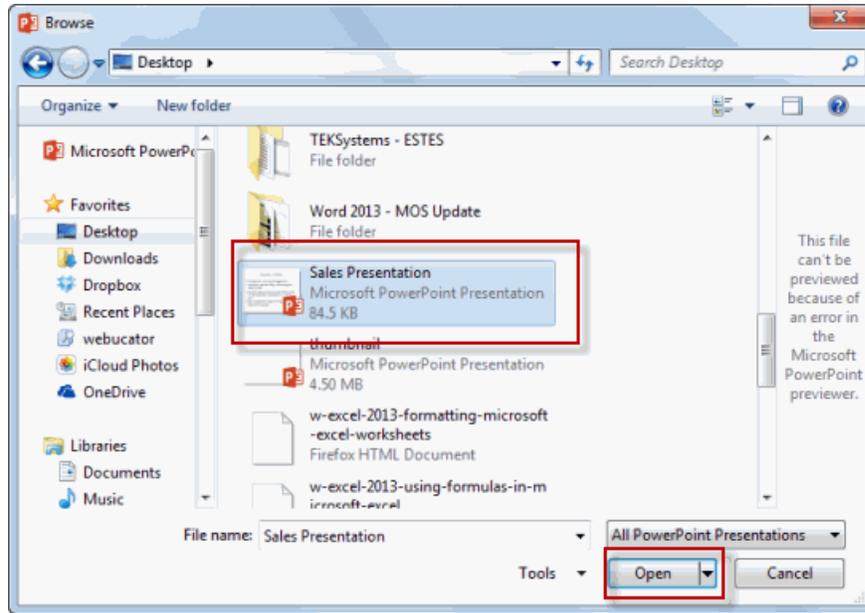
3. From the drop-down list, select **Reuse Slides**.



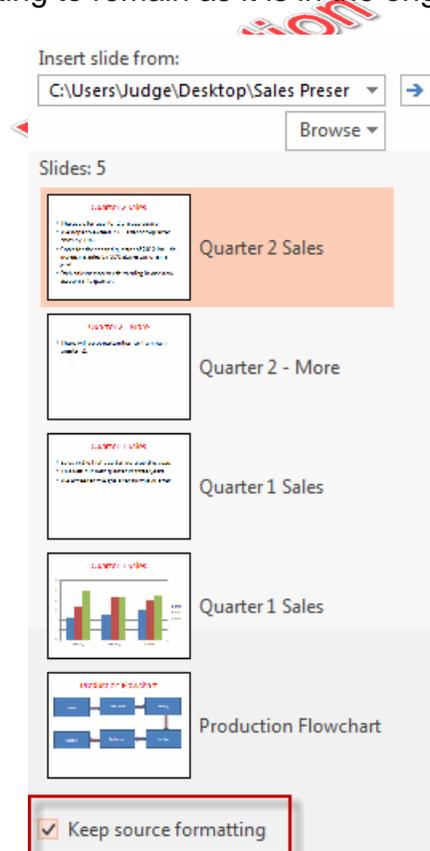
4. In the **Reuse Slides** pane, click **Browse** and then select **Browse File...** to search for the presentation you are reusing slides from.



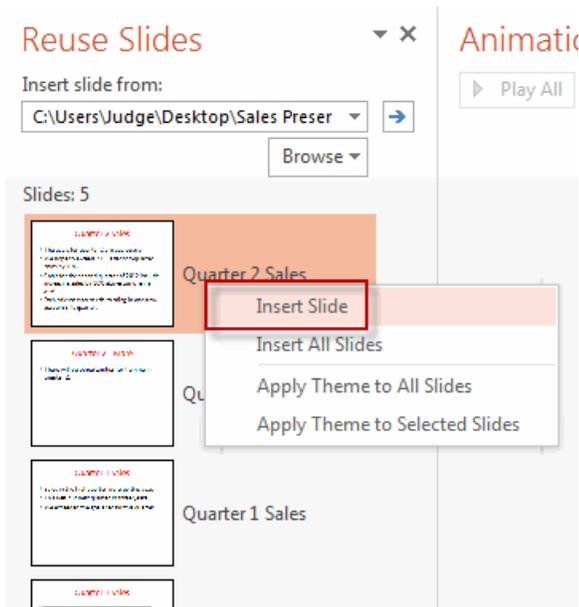
5. Locate the file in the **Browse** dialog box, and click **Open** to insert it.



6. The slides will appear in the pane. Check the **Keep source formatting** check box if you want the formatting to remain as it is in the original presentation.



7. Right-click the first slide you want to add, and select **Insert Slide**.



8. Continue this process until all slides you want to reuse have been inserted.

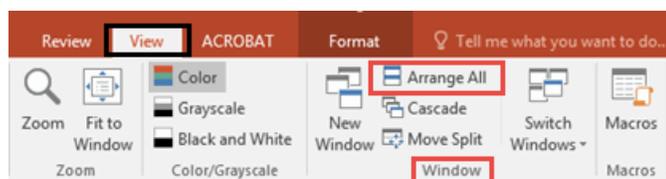
Evaluation
Copy

8.3. Viewing Multiple Presentations

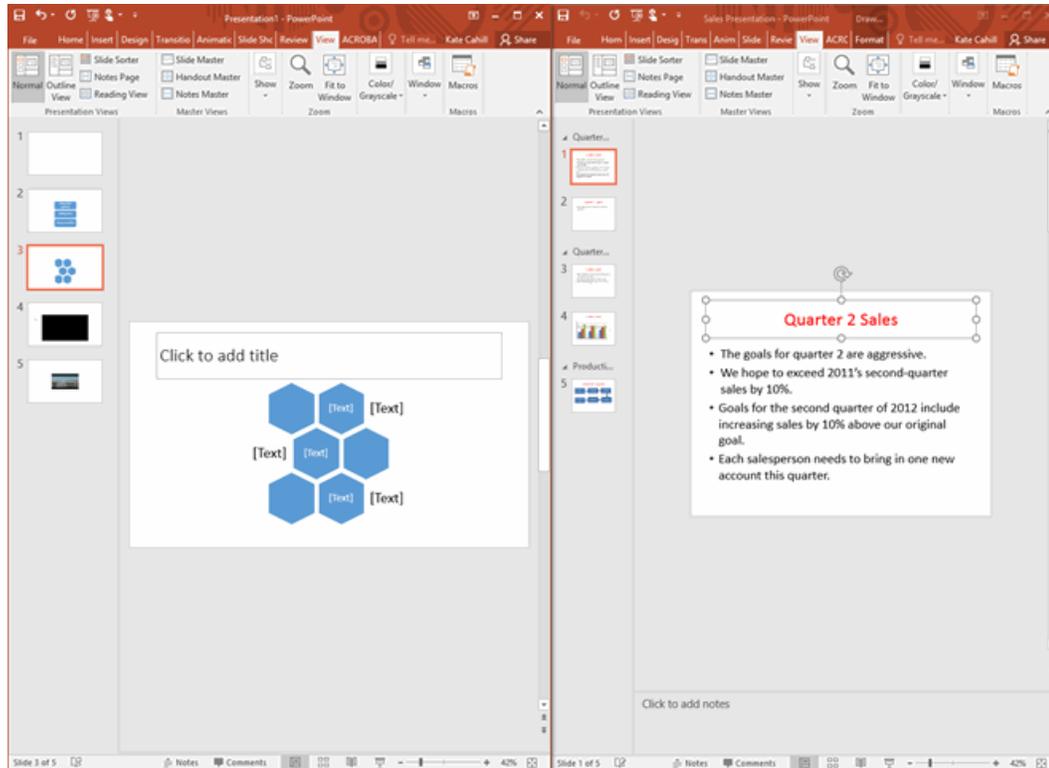
You may want to view multiple presentations simultaneously.

To view multiple presentations:

1. Open all presentations on your desktop.
2. In one presentation, select the **View** tab and from the **Window** group, select **Arrange All**.



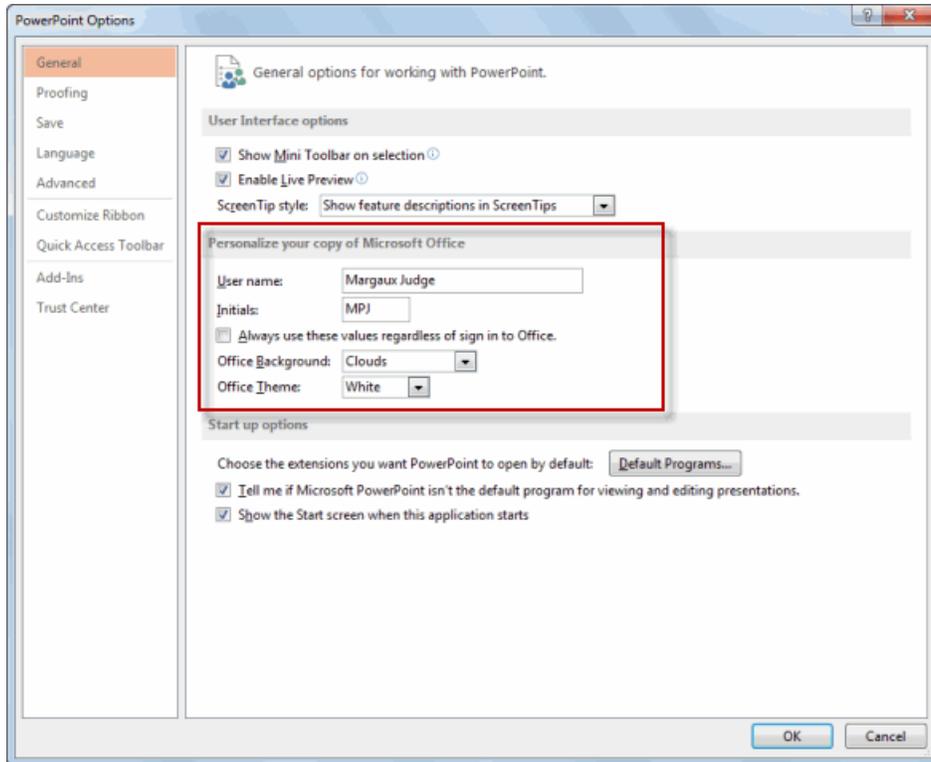
3. They now appear on your desktop open.



8.4. Tracking Changes in PowerPoint

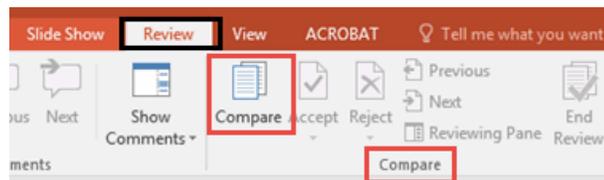
Unlike Word, PowerPoint does not provide a Track Changes reviewing option. So, if you would like to track changes in a presentation, you should have the reviewer review a working copy of the presentation, and then compare the two presentations.

It may be useful to set, in that copy, the reviewer's user name by selecting **File > Options**, and then on the **General** tab, under **Personalize your copy of Microsoft Office**, setting these options. (This is covered more in-depth in the Introduction to Microsoft PowerPoint 2016 course.)

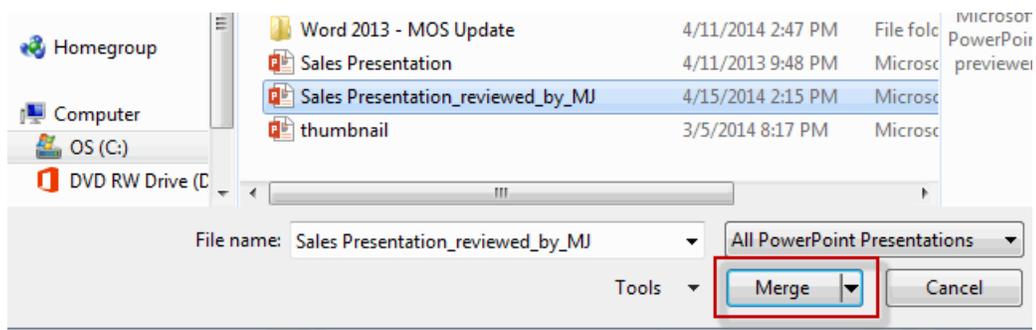


When the file has been reviewed:

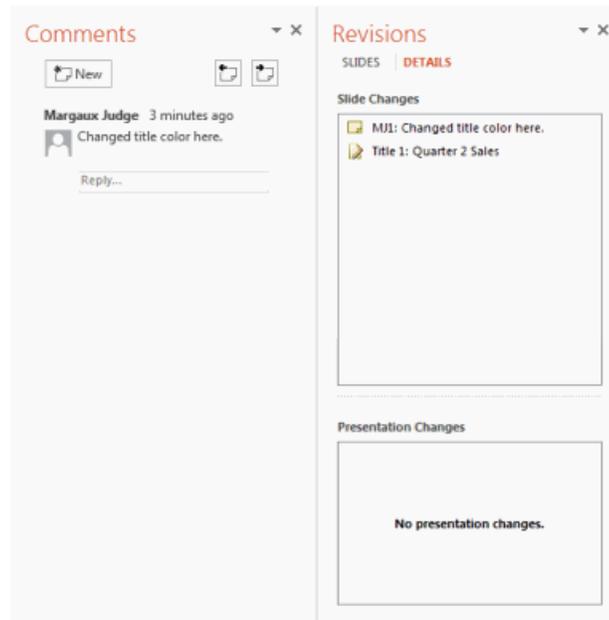
1. Open the reviewed file.
2. Select the **Review** tab and in the **Compare** group, select **Compare**.



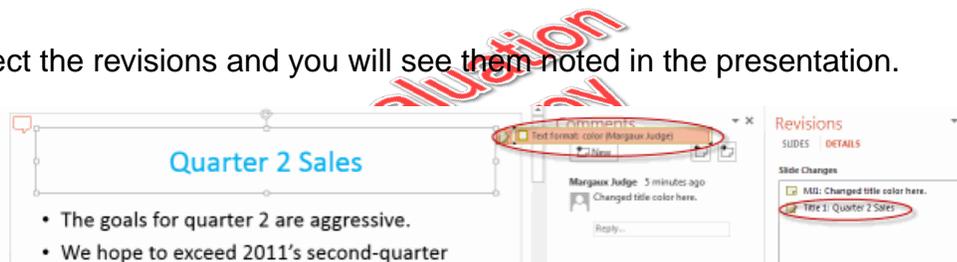
3. From the dialog box, locate the original copy, select it, and click **Merge**.



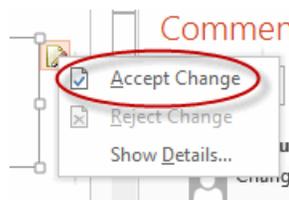
- The **Comments** and **Revisions** panes will open on the right, showing changes and any inserted comments.



- Select the revisions and you will see them noted in the presentation.



- Right-click the revision icon and select **Accept Change** to keep the change.



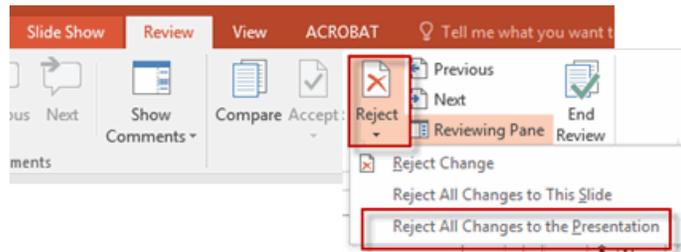
- Save the file to save the changes that were made.

❖ 8.4.1. Discarding Changes from Specific Users

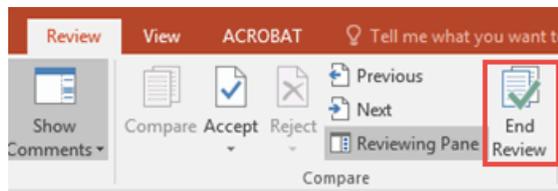
You can reject a specific user's changes when comparing the two files.

To reject a user's changes:

1. In the copy reviewed by that person, while comparing, from the **Review** tab, select **Reject** and then select **Reject All Changes to the Presentation**.



2. When you are done comparing the copies, select **End Review** from the **Compare** group.



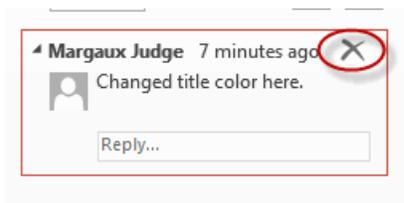
3. If you are sure all changes you want to make have been saved, select **Yes** in the pop-up that is displayed to end the review.

❖ 8.4.2. Managing Comments

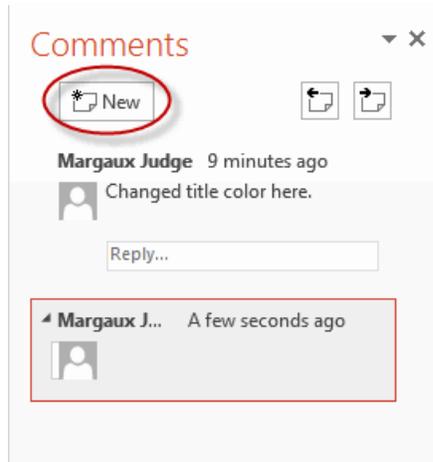
As you are reviewing the changes to the document, you can also manage comments.

To manage comments:

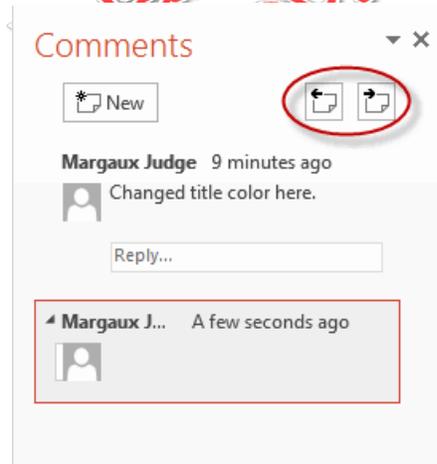
1. In the **Comments** pane, click the X to delete a comment.



2. You can respond to comments and add new ones by clicking **New** and adding your comment.



3. Navigate through the comments using the **Previous** and **Next** arrows.



Exercise 11: Reviewing Changes in PowerPoint

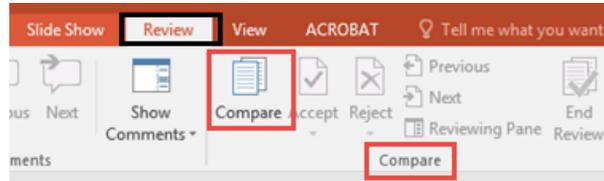
 15 to 25 minutes

In this exercise, you will review and accept the changes that were made by a reviewer to a PowerPoint presentation.

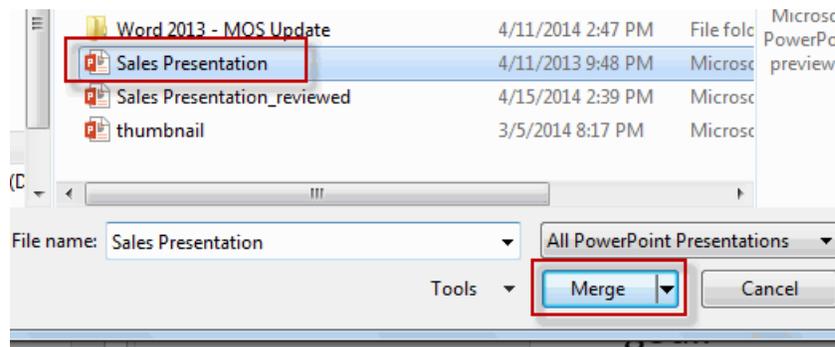
1. Open the Sales Presentation_reviewed.pptx file from the PowerPoint2016.2/Managing Multiple Presentations/Exercises folder.
2. Compare the Sales Presentation_reviewed file to the Sales Presentation file.

Solution

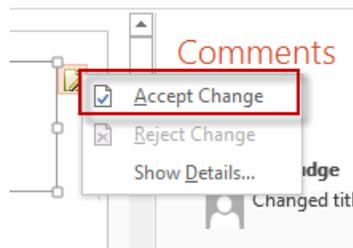
1. In the Sales Presentation_reviewed file, select the **Review** tab and in the **Compare** group, select **Compare**.



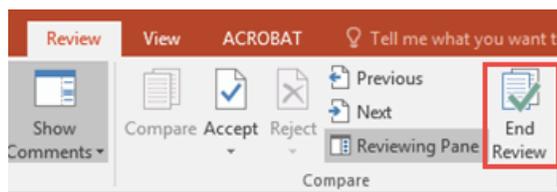
2. From the dialog box, locate the Sales Presentation file, select it, and click **Merge**.



3. In the **Revisions** pane, click each change and in the corresponding slide, right-click the change icon and select **Accept Change** to select both changes.



4. When done, select **End Review**.

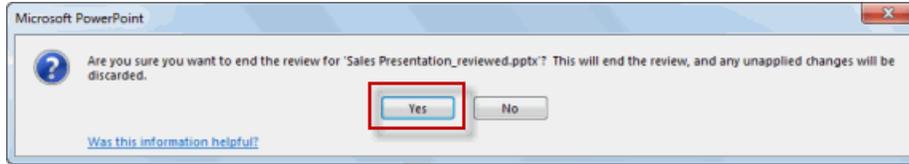


5. Press

Ctrl+S

to save the file.

6. Click **Yes** in the pop-up box.



*Evaluation
Copy*

Conclusion

In this lesson, you have learned:

1. To merge multiple presentations.
2. To reuse slides from other presentations.
3. To view multiple presentations.
4. To track and manage changes in PowerPoint.

LESSON 9

Sharing and Securing a Presentation

Topics Covered

- Remotely sharing your presentation.
- Embedding fonts.
- Inspecting the presentation.
- Packaging your presentation for a CD.
- PowerPoint Viewer.
- Saving for web viewing.
- Encrypting your presentation.
- Digital signatures.
- Granting permissions.
- Compressing pictures.
- Creating and sending a PDF.

Evaluation
Copy

Introduction

Of course, in-person is not the only way to deliver a presentation prepared in PowerPoint. You may need to distribute your presentation via the web, on a CD, or in a different format. PowerPoint includes several features to accommodate these alternate methods of presentation. (This feature is not available in PowerPoint 2007.)

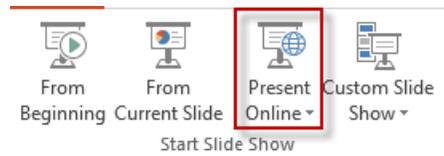


9.1. Sharing a Presentation with a Remote Audience

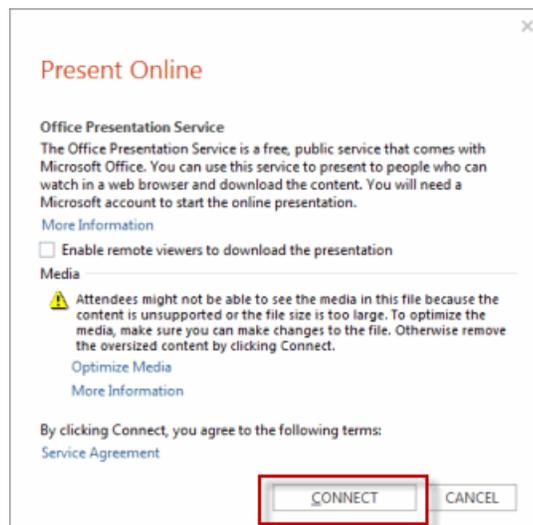
You can share your PowerPoint presentation via a web URL link, allowing you to broaden your audience to include people who cannot physically be there to view the presentation.

To share your presentation with a remote audience:

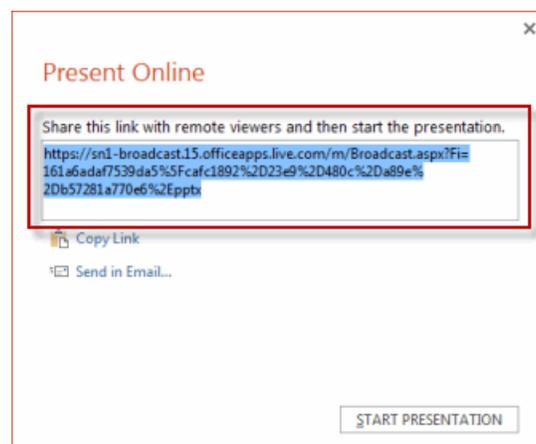
1. When you are ready to present, on the **Slide Show** tab, in the **Start Slide Show** group, click **Present Online** (**Broadcast Slide Show** in PowerPoint 2010).



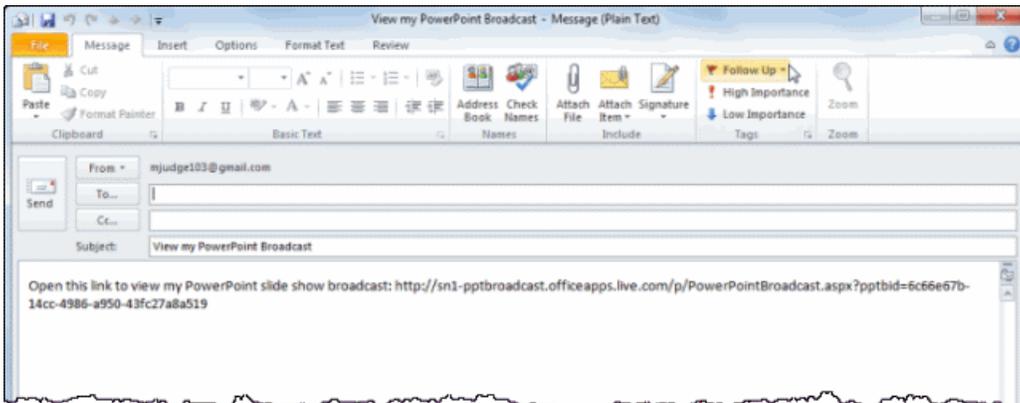
2. The **Present Online** dialog box will open. You may be prompted to optimize your presentation and/or enter your Windows Live ID. Click **Connect**.



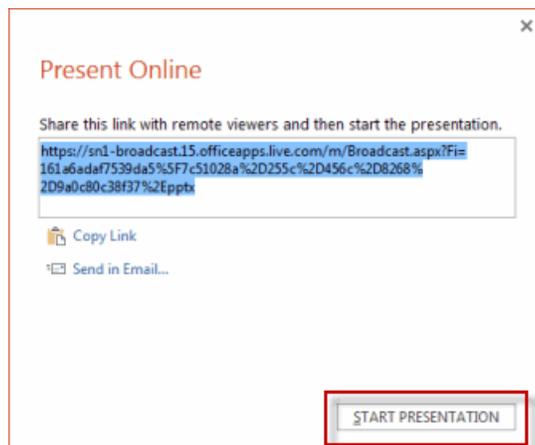
3. The link to the show appears in the **Present Online** dialog box.



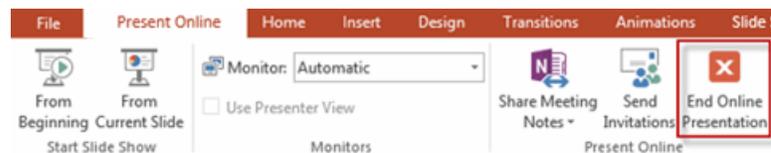
Click **Send in Email** to email the link. An unaddressed email message opens, displaying the link in the body of the email. Add email addresses for your recipients and send the email.



4. When it's time for your presentation, click **Start Presentation**. Attendees will see the presentation as you present it in their web browser.



5. When you want to end the broadcast, press **Esc** and then click **End Online Presentation** in the **Present Online** group of the **Present Online** tab.



These steps differ slightly in PowerPoint 2010.

If you need a Windows Live ID, visit <https://www.accountservices.passport.net>.

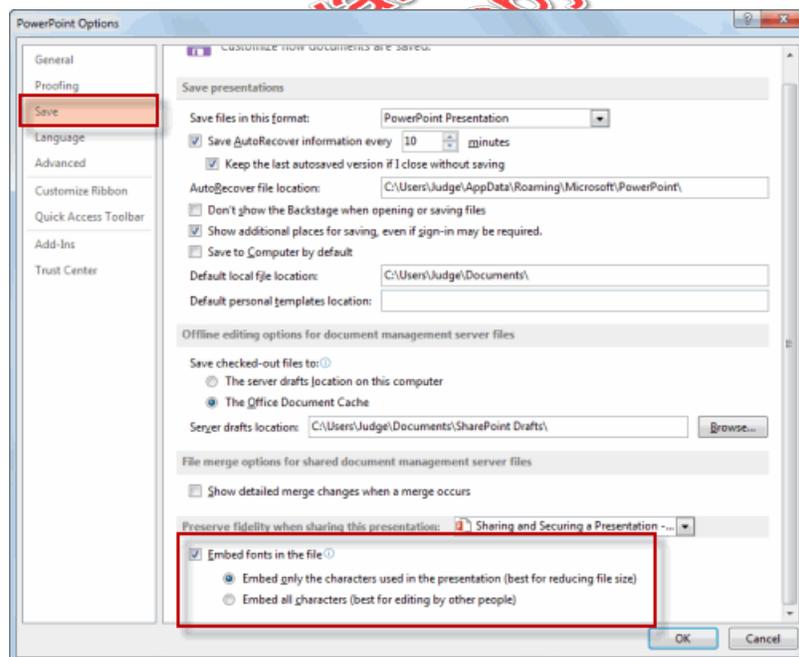


9.2. Embedding the Fonts in a Presentation

When you share a presentation with someone who does not have the fonts used in your presentation on their system, undesirable font substitutions can occur. To avoid potential problems, you can embed the fonts you used in your presentation.

To embed fonts in a presentation:

1. Select the **File** tab and click **Options**. (In PowerPoint 2007, select the **Microsoft Office** button and click **PowerPoint Options**.)
2. In the **PowerPoint Options** dialog box, click the **Save** category.
3. Near the bottom of the window, mark the **Embed fonts in file** check box.



4. Select an option to **Embed only the characters used in the presentation** or to **Embed all characters**.

5. Click **OK**.



9.3. Inspecting the Presentation

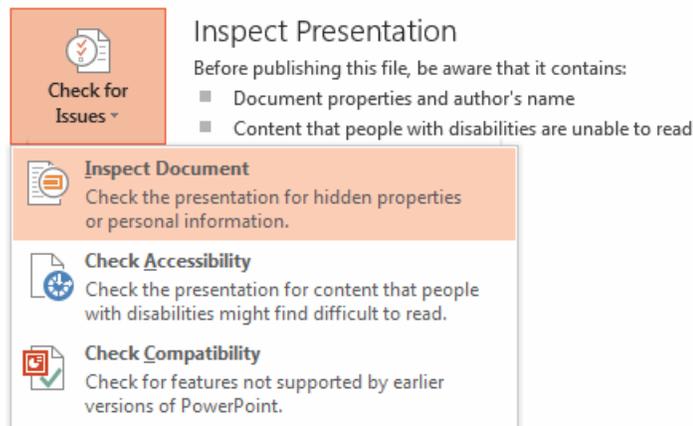
There are a number of ways to inspect your presentation to make sure that it is ready for publishing and sharing.

❖ 9.3.1. Removing Presentation Metadata

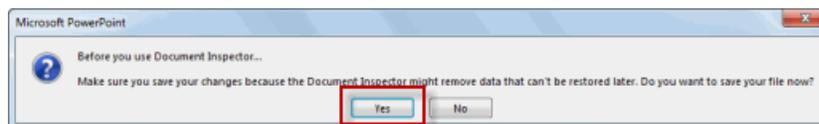
You can check the presentation for hidden information, known as metadata.

To remove presentation metadata:

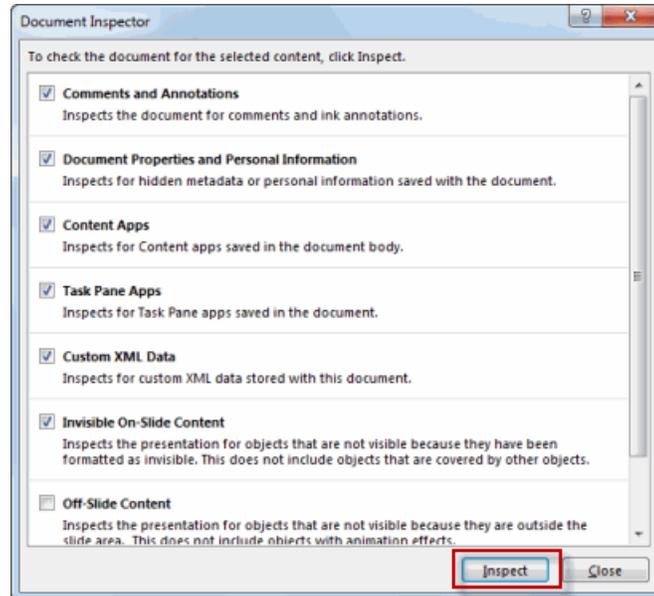
1. Select the **File** menu tab, and in Backstage view, select **Info** if it is not already selected.
2. Select **Check for Issues**, and then select **Inspect Document**.



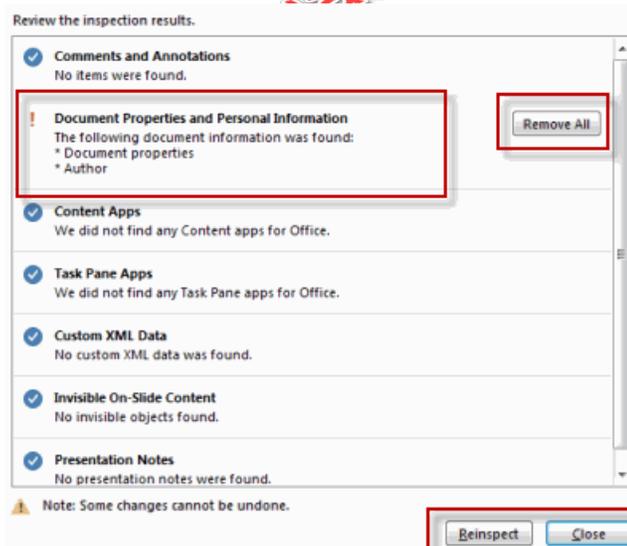
3. If the Document Inspector prompts you to save your document, click **Yes**.



4. In the **Document Inspector** dialog box, select or deselect options to check, and click **Inspect**.



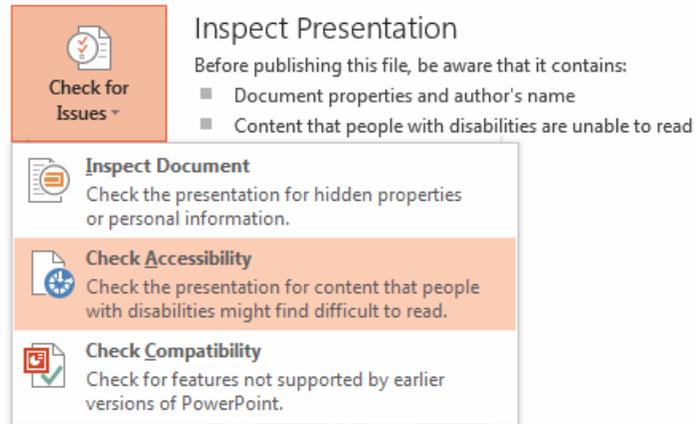
5. The Document Inspector runs, and returns information about metadata that may be in the presentation, along with options to remove the information, reinspect, and/or close the Document Inspector.



❖ 9.3.2. Checking for Accessibility Issues

You can check to determine if your presentation is easily accessible for people who have disabilities.

1. Select the **File** menu tab, and in Backstage view, select **Info** if it is not already selected.
2. Select **Check for Issues**, and then select **Check Accessibility**.



3. The Accessibility Checker runs, and returns accessibility information in the **Accessibility Inspector** pane.

Accessibility Checker ▾ ✕

Inspection Results

ERRORS

- Missing Alt Text
 - Picture 3 (Slide 1)
 - Picture 4 (Slide 1)
 - Picture 5 (Slide 1)
 - Diagram 8 (Slide 2)
 - Diagram 3 (Slide 3)
 - Diagram 3 - 6 Shapes (Slide 3)
- Missing Slide Title
 - Slide 1
 - Slide 2
 - Slide 3

TIPS

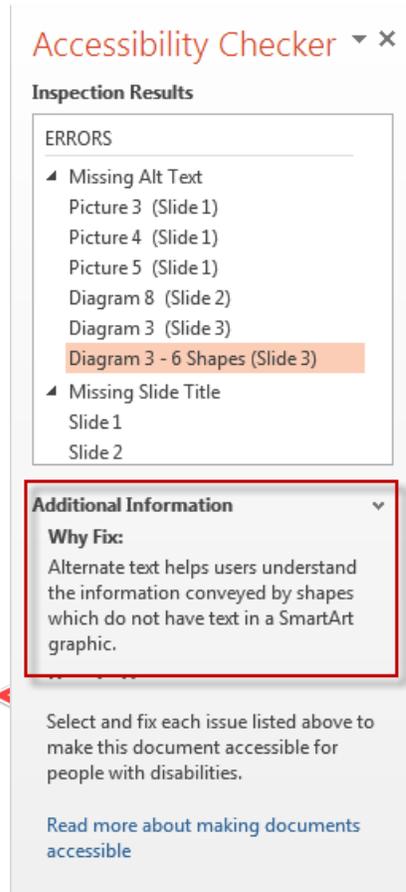
- Check Reading Order
 - Slide 1

Additional Information ▾

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

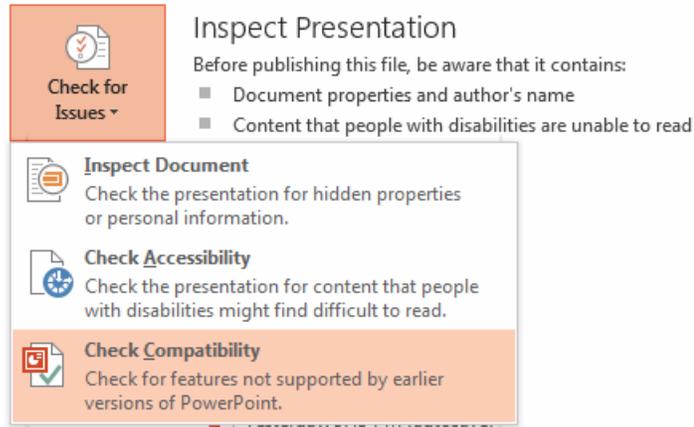
- For more information about each issue, along with information on how to correct the issue, select it.



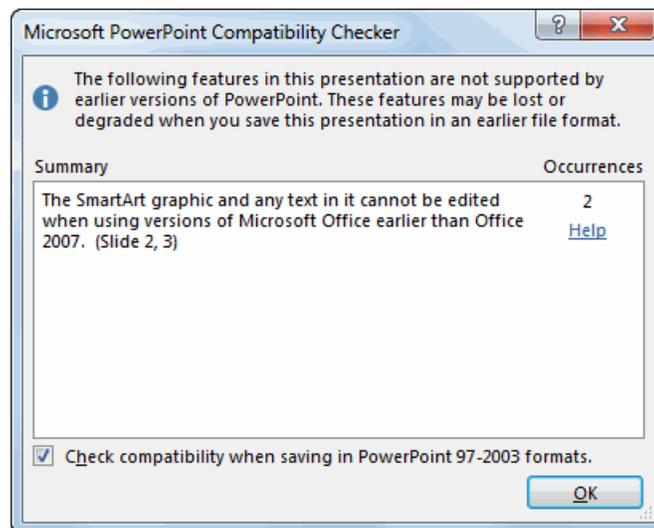
❖ 9.3.3. Checking for Compatibility Issues

Another useful thing to check in a presentation is compatibility issues. This will identify features that may not be compatible with previous versions of PowerPoint.

1. Select the **File** menu tab, and in Backstage view, select **Info** if it is not already selected.
2. Select **Check for Issues**, and then select **Check Compatibility**.



3. The **Microsoft PowerPoint Compatibility Checker** dialog box will outline any compatibility issues.



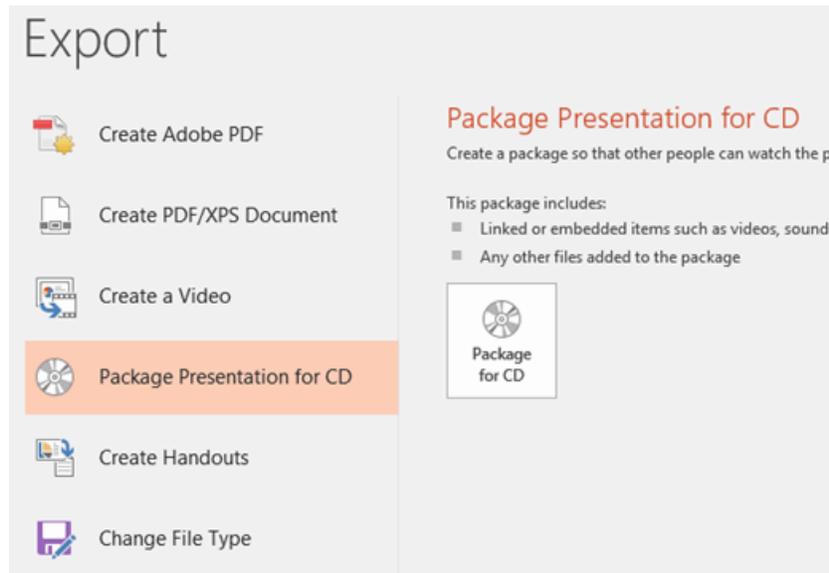
9.4. Packaging a Presentation for CD

You can put your presentation on a CD to distribute to your audience. Before doing so, you must package it.

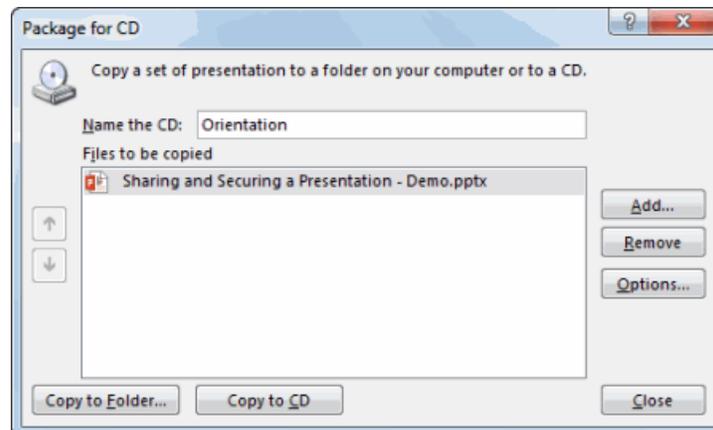
To package a presentation for a CD:

1. Select the **File** tab and click **Export (Save & Send** in PowerPoint 2010).

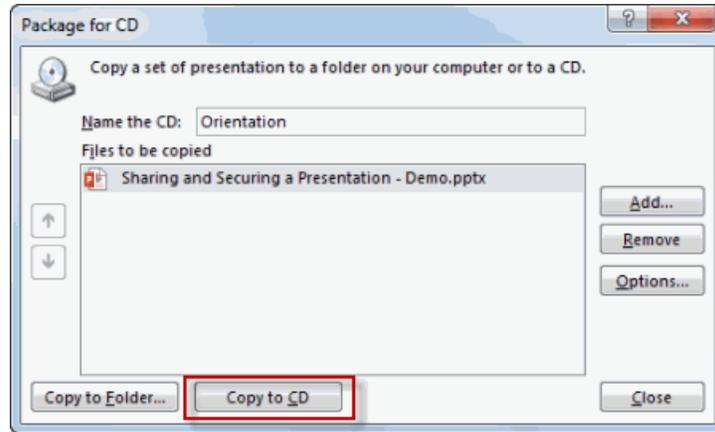
2. In the **Export** section (**File Types** in PowerPoint 2010), click **Package Presentation for CD**.



3. In the right pane, click the **Package for CD** button.
4. In the **Package for CD** dialog box, type a name for the CD in the **Name the CD** field.



5. Click **Copy to CD**.



To package a presentation for CD in PowerPoint 2007, click the **Microsoft Office** button, select **Publish**, and select **Package for CD**.



9.5. Using the PowerPoint Viewer

Microsoft offers a PowerPoint Viewer so that presentations can be viewed by those who do not have PowerPoint installed on their systems. PowerPoint Viewer allows you to view and print presentations, although you cannot edit them.

PowerPoint Viewer is a free download from Microsoft.com.

Exercise 12: Sharing a Presentation

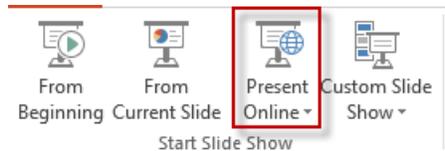
 15 to 20 minutes

In this exercise, you will set up a slide show to be shared with a remote audience.

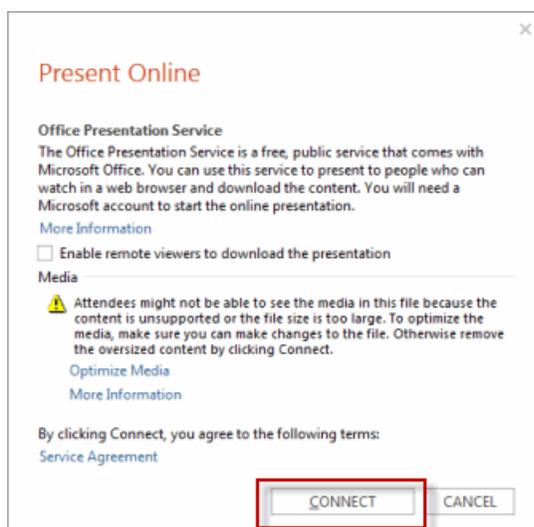
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Sharing and Securing a Presentation/Exercises folder.
2. Broadcast your presentation over the web.

Solution

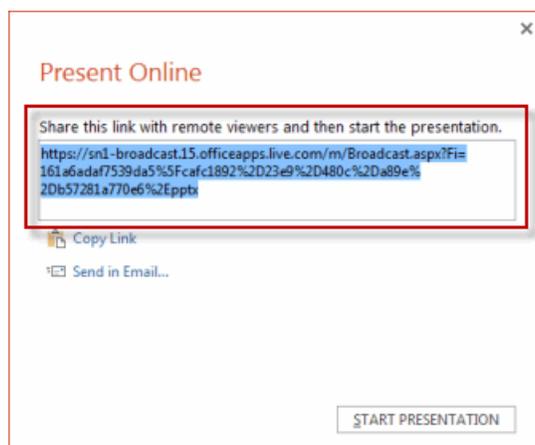
1. Open the presentation, and on the **Slide Show** tab, in the **Start Slide Show** group, click **Present Online** (**Broadcast Slide Show** in PowerPoint 2010).



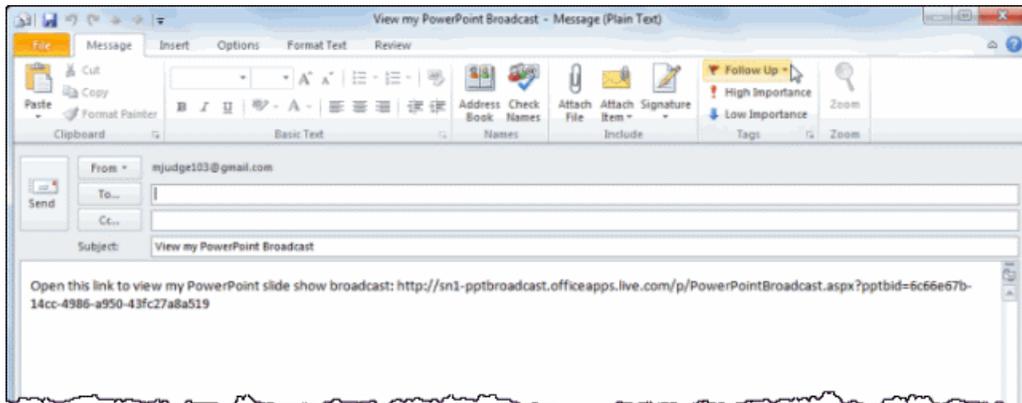
2. The **Present Online** dialog box will open. You may be prompted to optimize your presentation and/or enter your Windows Live ID. Click **Connect**.



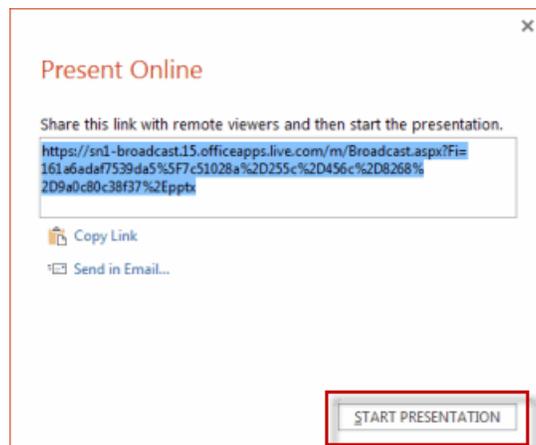
3. The link to the show appears in the **Present Online** dialog box.



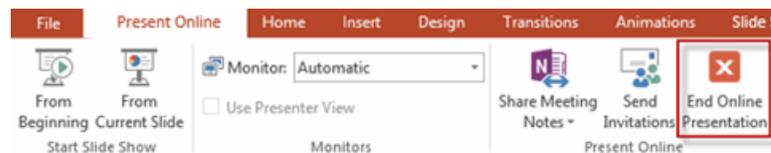
Click **Send in Email** to email the link. An unaddressed email message opens, displaying the link in the body of the email. Add email addresses for your recipients and send the email.



4. Click **Start Presentation**. Attendees will see the presentation as you present it in their web browser.



5. To end the broadcast, press **Esc** and then click **End Online Presentation** in the **Present Online** group of the **Present Online** tab.

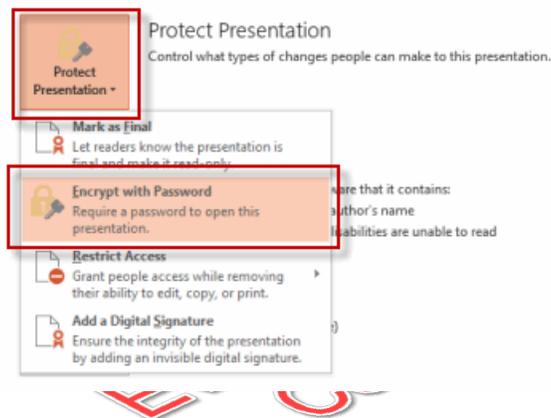


9.6. Encrypting a Presentation

Encrypting your presentation password protects it; any user wishing to access it is prompted to enter a password.

To encrypt a presentation:

1. Select the **File** tab and click **Info**.
2. In the **Protect Presentation (Permissions in PowerPoint 2010)** section, click **Protect Presentation**, and select **Encrypt with Password**.



3. In the **Encrypt Document** dialog box, in the **Password** field, type a password.



4. Click **OK**.
5. In the **Confirm Password** dialog box, re-enter the password and click **OK**.

Anyone attempting to access your presentation will need to enter the password. It is important to note that PowerPoint cannot retrieve a password if you forget or lose it.

In PowerPoint 2007, to encrypt the document with a password, select the **Microsoft Office** button, select **Prepare**, and select **Encrypt Document**.

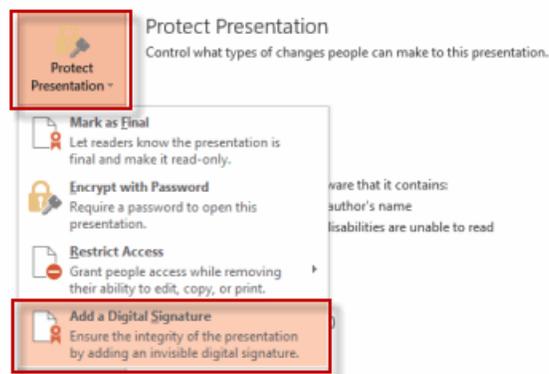


9.7. Adding a Digital Signature

You can add a digital signature to your PowerPoint presentation. A digital signature is a way to confirm that the document originated from you and was not altered; it is a stamp of authenticity.

To add a digital signature to your presentation:

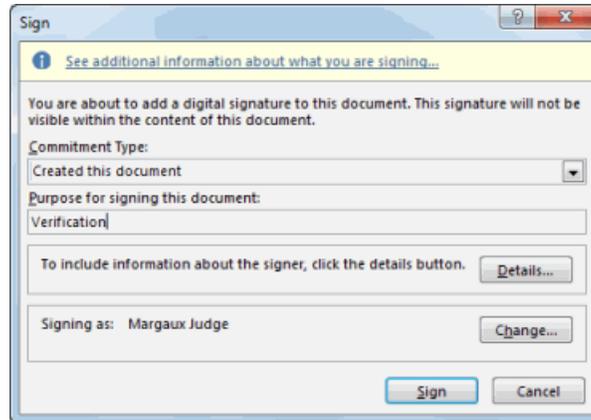
1. Select the **File** tab and click **Info**.
2. In the **Protect Presentation (Permissions** in PowerPoint 2010) section, click **Protect Presentation** and select **Add a Digital Signature**.



3. If the following message box appears, click **OK**.



4. In the **Sign** dialog box, in the **Commitment** drop-down list (only in PowerPoint 2013), select an option and in the **Purpose for signing this document** field, type the reason you are adding a digital signature.



5. Click **Sign**.
6. In the **Signature Confirmation** message box, click **OK**.

The **View Signatures** button now appears in your document and your document is marked final to discourage changes.



In PowerPoint 2007, to encrypt the document with a password, select the **Microsoft Office** button, select **Prepare**, and select **Add a Digital Signature**.

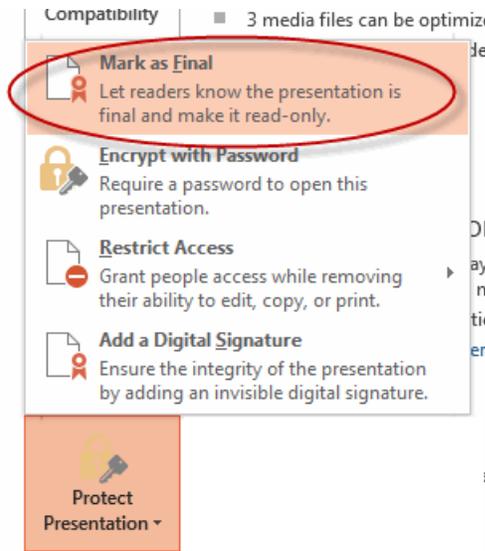


9.8. Marking a Presentation as Final

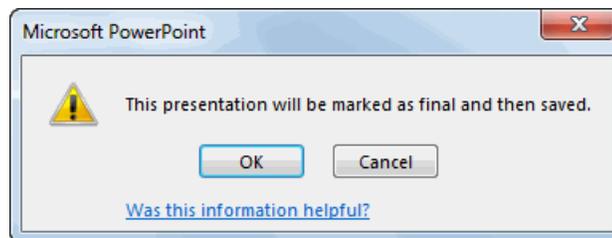
You can mark a presentation as final, which

To set a presentation as final:

1. Select the **File** tab and click **Info**, if necessary.
2. In the **Protect Presentation** section, click **Protect Presentation** and select **Mark as Final**.



3. Click **OK** in the dialog box.

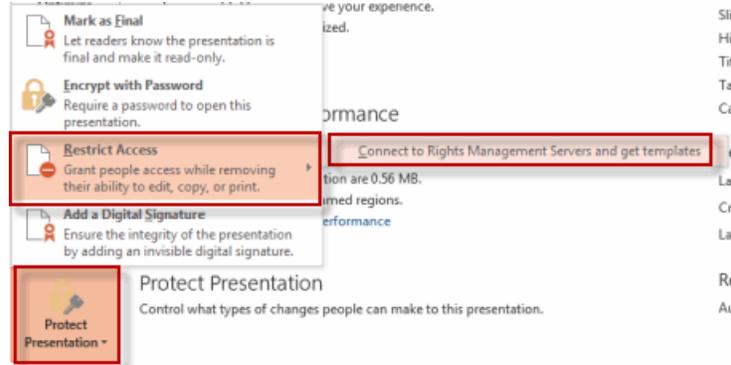


9.9. Granting Permissions

You can control who has access to your presentation and who does not. (This feature is not available in PowerPoint 2007.)

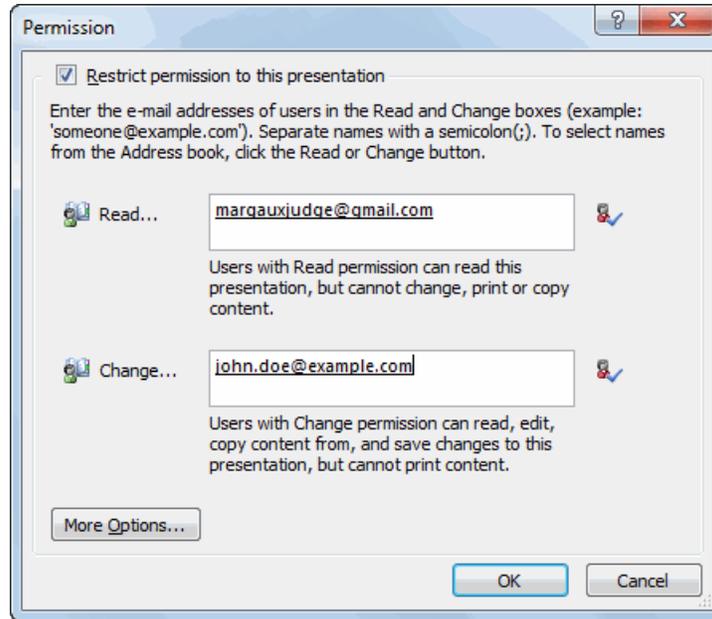
To grant permissions to your file:

1. Select the **File** tab and click **Info**.
2. In the **Protect Presentation (Permissions in PowerPoint 2010)** section, click **Protect Presentation** and select **Connect to Rights Management Servers and get templates (Restrict Permission by People in PowerPoint 2010)**.
3. From the drop-down list, select **Restricted Access**.



This launches the **Service Sign-Up** dialog box that describes the Microsoft Information Rights Management Service.

4. Select **Yes, I want to sign up for this free service from Microsoft.**
5. Click **Next.**
6. If prompted, walk through the steps of the wizard, using your Windows Live ID.
7. In the **Select User** dialog box, add or remove users to configure access to the presentation.
8. Click **OK.**
9. In the **Permission** dialog box, select the **Restrict permission to this presentation** check box.
10. Enter email addresses in the **Read** and **Change** boxes; read access allows users to view but not change the file, while change access allows them to make changes to and save the presentation.



11. When finished, click **OK**.
12. In **Backstage view**, you will now see a message indicating that permissions have been set.

Evaluation
Copy

*

9.10. Compressing Pictures

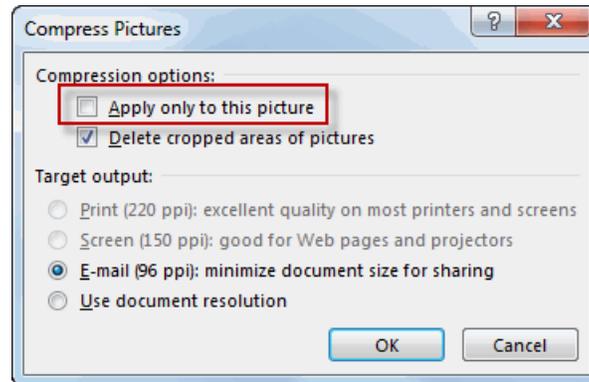
If you share your presentation via email, you can reduce its file size by compressing the images in your file. The presentation will not be as large and will be easier to send and share.

To compress images in a presentation:

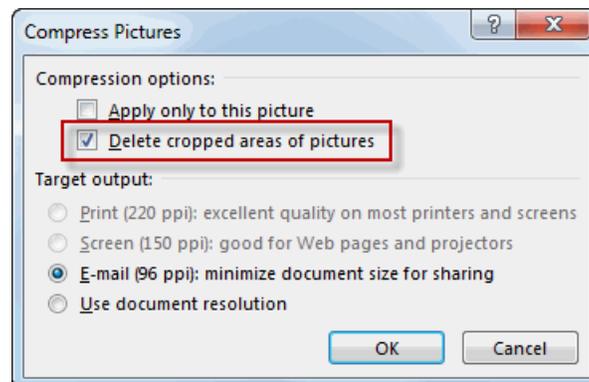
1. Click an image in your presentation.
2. On the **Picture Tools Format** tab, in the **Adjust** group, click **Compress Pictures**.



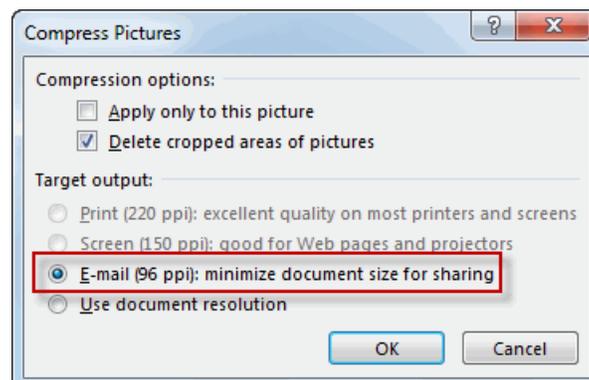
3. In the **Compress Pictures** dialog box, in the **Compression options** section, uncheck the **Apply only to this picture** check box to compress all the pictures in the file.



4. Leave the **Delete cropped areas of pictures** check box marked to reduce the size of the presentation.



5. In the **Target output** section, select **Email** to compress the file for email.



6. Click **OK**.

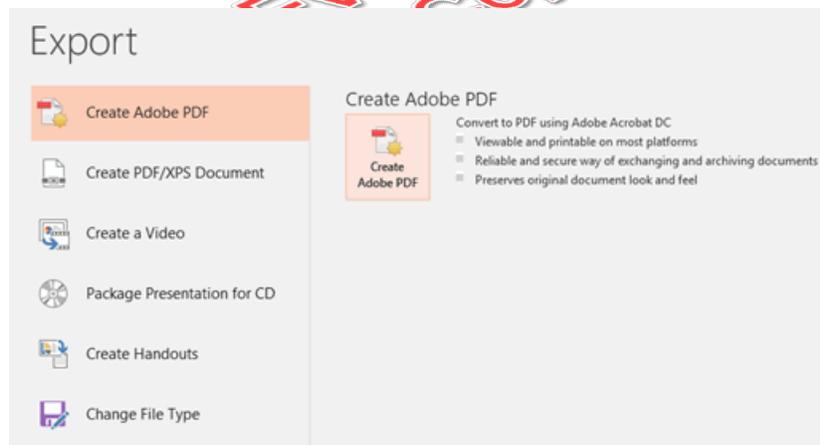


9.11. Sending a Presentation in PDF Format

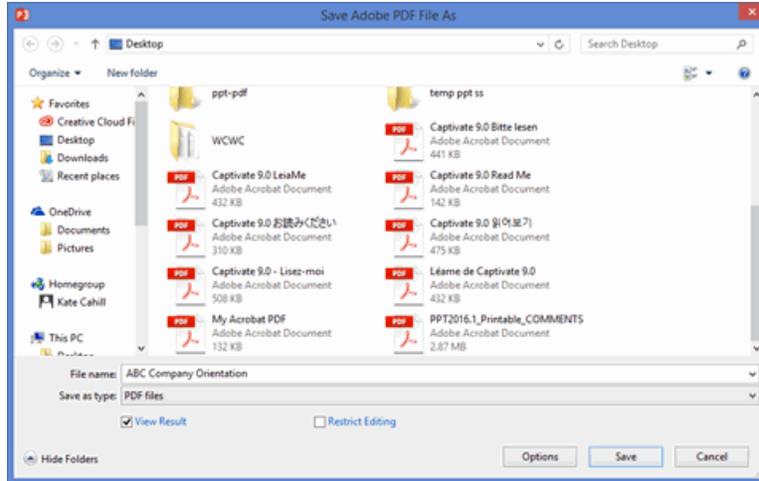
You may want to save and send your presentation as a PDF file. This is a way to share your file with others without worrying whether they have altered the format of your presentation.

To save and send a PDF file:

1. Select the **File** tab and click **Export (Save & Send** in PowerPoint 2010).
2. In the Export (**File Types** in PowerPoint 2010) section, click **Create Adobe PDF (Create PDF/XPS Document** in PowerPoint 2013), then click the **Create Adobe PDF** button to the right (**Create PDF/XPS** in PowerPoint 2013).



3. In the **Save Adobe PDF File As** dialog box, navigate to the location where you want to save the file and type a name for the PDF file in the **File name** field.



4. Click **Save**.

You can now email the PDF version of your presentation.

In PowerPoint 2007, to save a presentation as a PDF, select the **Microsoft Office** button, select **Save As**, and select **PDF or XPS**.

Exercise 13: Securing a Presentation

 10 to 15 minutes

In this exercise, you will password-protect your presentation and create a PDF of it.

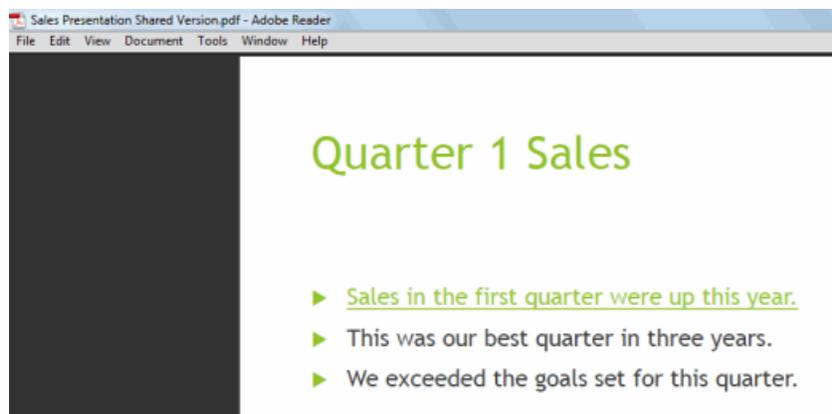
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/Sharing and Securing a Presentation/Exercises folder.
2. Add a password to the presentation.
3. Create a PDF of the presentation and save it as Sales Presentation Shared Version.pdf.

Solution

1. Open the file and select the **File** tab.
2. Click **Info**.
3. Click **Protect Presentation** and select **Encrypt with Password**.
4. In the **Encrypt Document** dialog box, type a password in the **Password** field and click **OK**. (The solution file uses *webucator* as the password.)



5. In the **Confirm Password** dialog box, re-enter the password and click **OK**.
6. Next, click **Export** (**Save & Send** in PowerPoint 2010).
7. In the Export (**File Types** in PowerPoint 2010) section, click **Create Adobe PDF**.
8. In the right pane, click the **Create Adobe PDF** button.
9. In the **Save Adobe PDF File As** dialog box, navigate to the saving location, type "Sales Presentation Shared Version" in the **File name** field, and click **Publish**.



Conclusion

In this lesson, you learned:

- To share your presentation with a remote audience.
- To embed fonts in a presentation.
- To inspect the presentation.
- To package your presentation for a CD.
- About PowerPoint Viewer.
- To save your presentation for web viewing.
- To encrypt your presentation.
- To add a digital signature to your presentation.
- To grant permissions.
- To compress the pictures in your file.
- To send your presentation in PDF format.

Evaluation
Copy

LESSON 10

Microsoft PowerPoint 2013 New Features

Topics Covered

- ☑ PowerPoint comments.
- ☑ Motion paths in PowerPoint 2013.
- ☑ The Eyedropper

Introduction

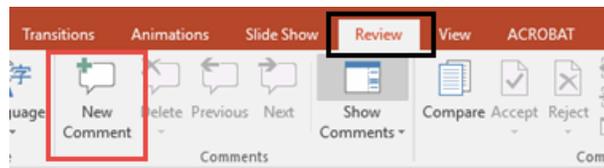
PowerPoint 2013 introduces a number of new features to improve workflow and efficiency when creating and utilizing presentations.

10.1. Using Comments

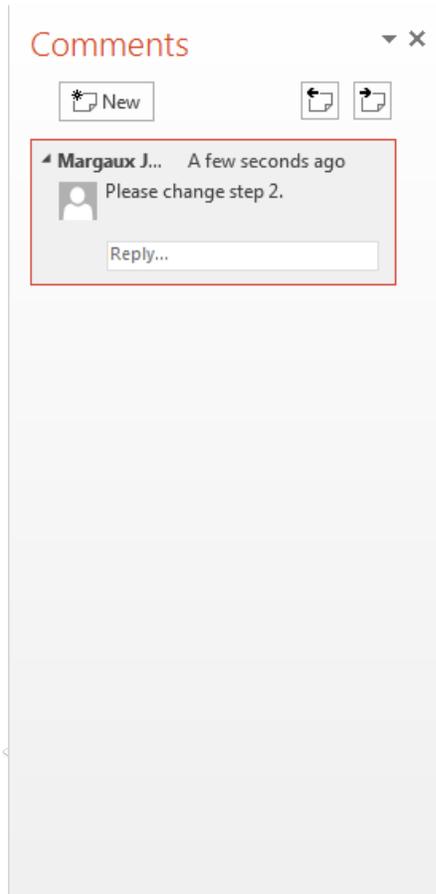
A new useful feature of PowerPoint 2013 is the Comments feature. If you have used Microsoft Word, you are likely familiar with comments. You can add comments to presentations now, which provides a way to add feedback to a presentation. You can add comments to a slide, image, text, or other object.

To add a comment in PowerPoint:

1. Select the slide, text, or item to which you want to add the comment.
2. Select the **Review** tab, and in the **Comments** group, click **New Comment**.



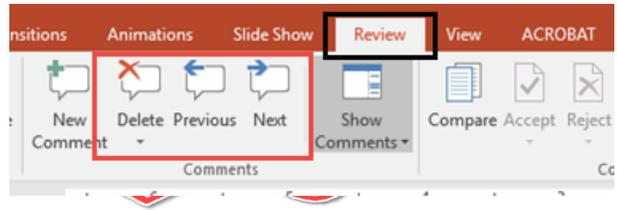
3. The Comments pane appears. Type your comment in the text box and press **Enter**.



4. A comment icon now appears on the slide.



5. To move through comments in a presentation and/or delete comments, use the **Delete**, **Previous**, and **Next** options in the **Comments** group.



Exercise 14: Using the Comments Feature

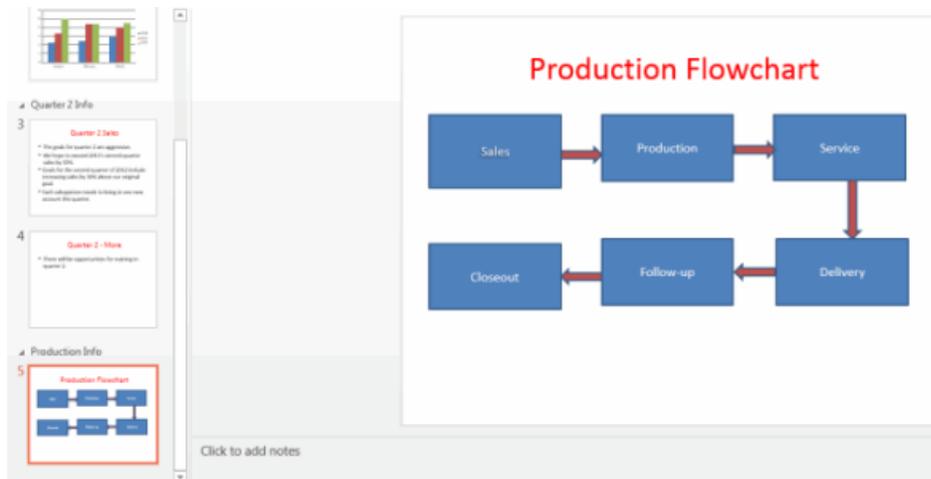
🕒 10 to 15 minutes

In this exercise, you will add comments to a PowerPoint presentation.

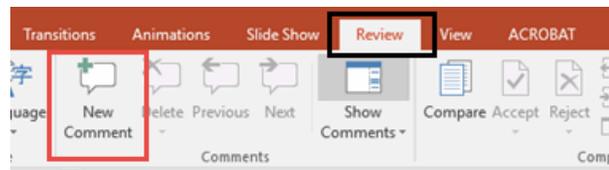
1. Open the Sales Presentation.pptx file from the PowerPoint2016.2/New Features/Exercises folder.
2. Add a comment on slide 5, indicating that the steps “Service” and “Delivery” are out of order and should be switched.

Solution

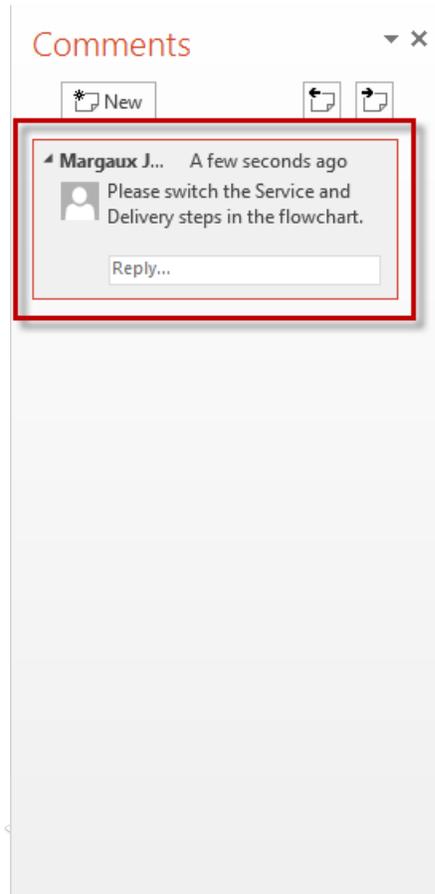
1. Open the presentation and navigate to slide 5.



2. Select the **Review** tab, and in the **Comments** group, click **New Comment**.



3. In the text box, add your comment and press **Enter**.



4. Save and close the file.



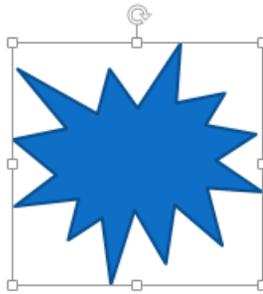
10.2. Motion Path Changes

Motion paths are types of PowerPoint animations. PowerPoint 2013 provides improved motion paths for ease of animating slides.

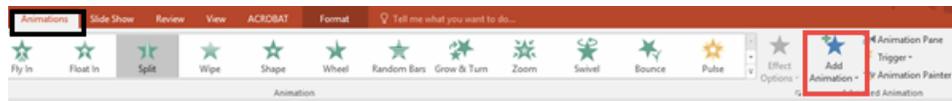
Previously, when working with motion paths, the only way to determine where the object would end up was by playing the animation. In PowerPoint 2013, the end point of the motion path is indicated by a “ghost image.”

To use PowerPoint motion paths:

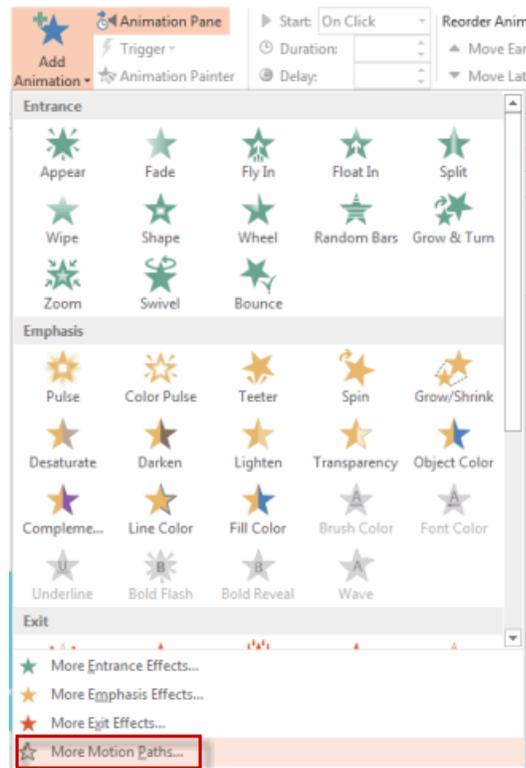
1. Select the image to which you want to add the image path.



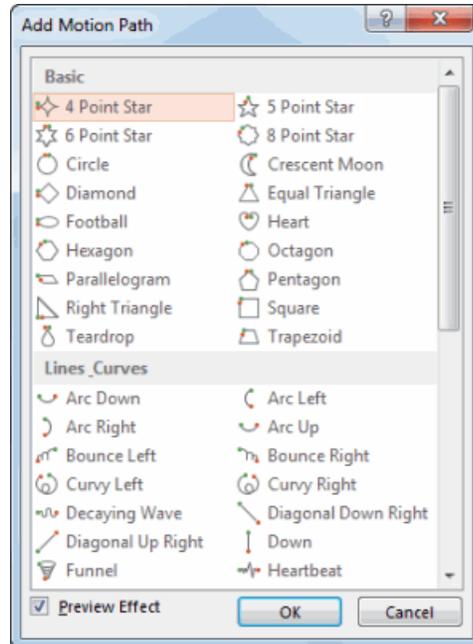
2. Select the **Animations** tab, and in the **Advanced Animation** group, click **Add Animation**.



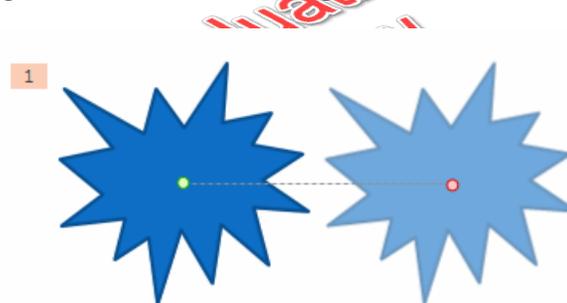
3. Select **More Motion Paths**.



4. Select the motion path you want to use from the **Add Motion Path** dialog box and click **OK**.



- Now you will see the motion path indicated by the original image, a dotted line, and a “ghost” image, that shows the image’s final location.



10.3. Creating Custom Color with the Eyedropper

The **Eyedropper** tool allows you to capture custom color from inserted pictures, such as logos.

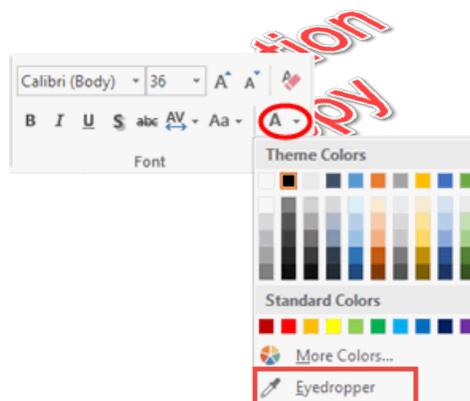
Previously, you would need to get the color settings from an image editing program.

To use the Eyedropper:

1. Select the text you wish to apply color to.



2. Select the **Home** tab, and in the **Font** group, click **Font Color** button and choose the **Eyedropper**.



3. Go to the picture on the slide you wish to sample color from, hover over the desired color, then click when you see the color preview appear.



4. The sampled color is now applied to the text.

Custom Color



Conclusion

In this lesson, you have learned:

1. How to use PowerPoint comments.
2. About motion paths in PowerPoint 2013.
3. How to use the Eyedropper.

LESSON 11

New Features in PowerPoint 2016

Topics Covered

- The Merge Shapes feature.
- The Ink Equation feature.

Introduction

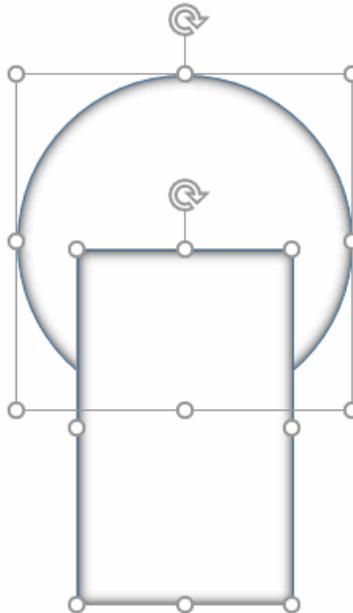
In this lesson, you will learn how to use the **Merge Shapes** feature and the **Ink Equation** feature.



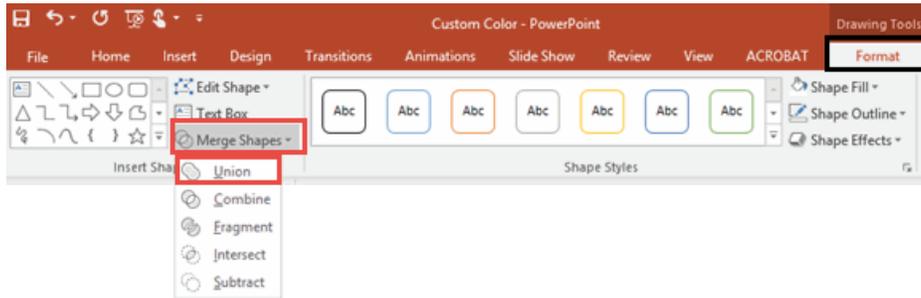
11.1. Merging Shapes

PowerPoint 2016 allows you to create custom shapes by merging them.

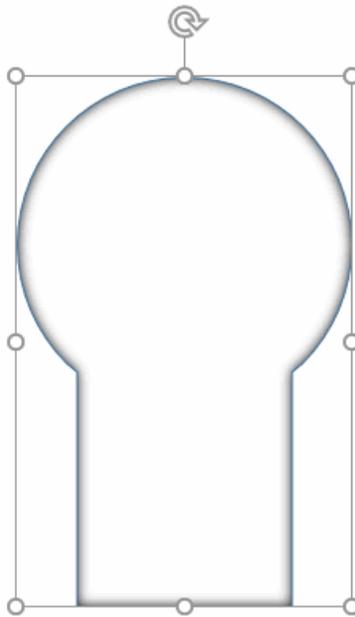
1. To unite shapes, select the shapes you wish to join.



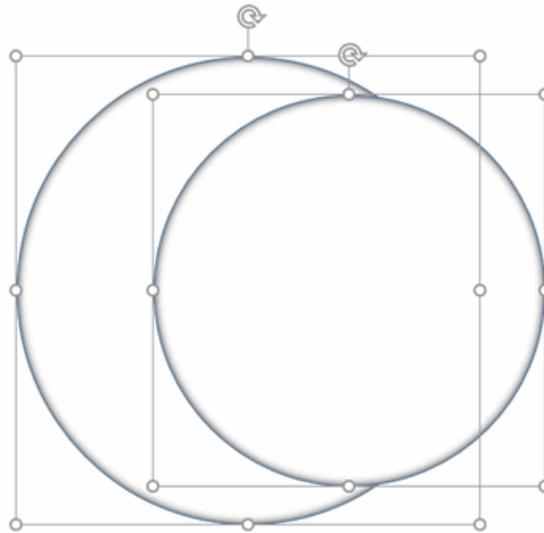
2. Select the **Drawing Tools Format** tab, and in the **Insert Shapes** group, click **Merge Shapes** and choose **Union**.



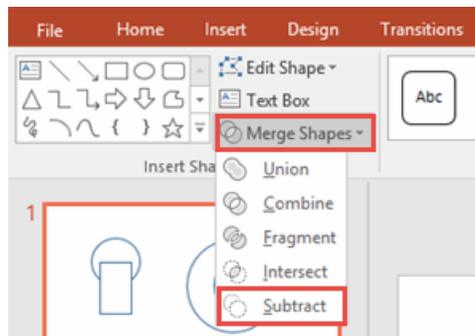
3. The shapes have now been combined as one shape.



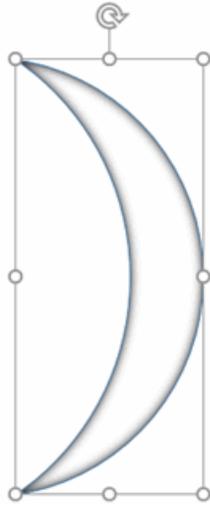
4. To subtract one shape from another, select the shapes.



5. Select the **Drawing Tools Format** tab, and in the **Insert Shapes** group, click **Merge Shapes** and choose **Subtract**.



6. One shape has now been subtracted from the other.



Exercise 15: Merging Shapes

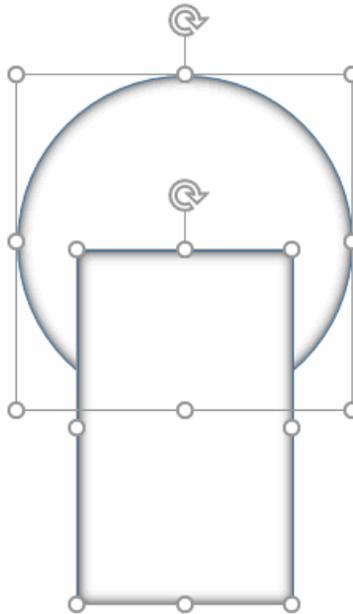
 5 to 10 minutes

In this exercise, you will merge shapes in a PowerPoint presentation.

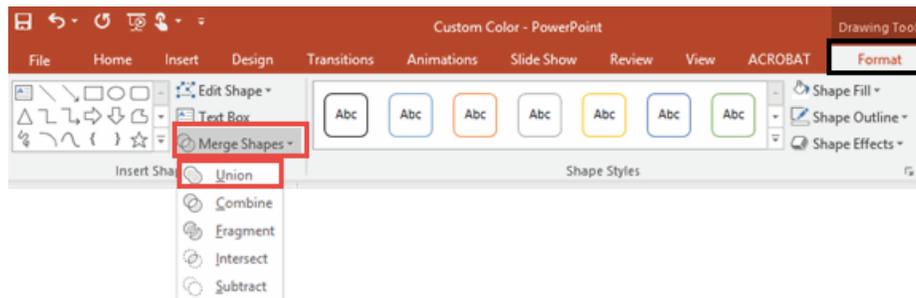
1. Open the Custom Shapes.pptx file from the PowerPoint2016.2/New Features/Exercises folder.
2. Merge the two shapes on the left.

Solution

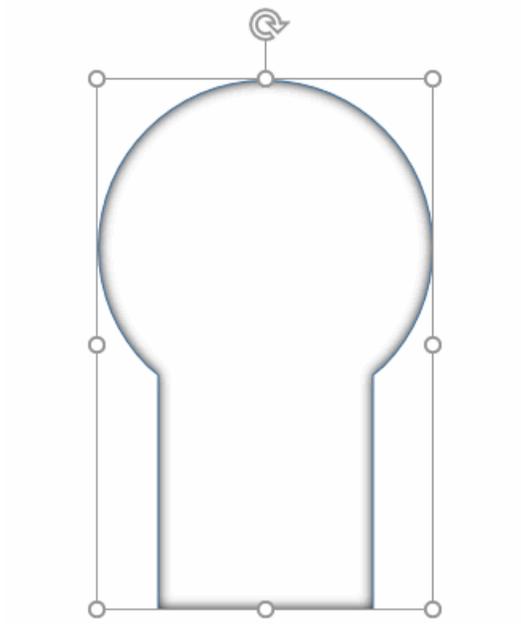
1. Open the presentation and select the circle and rectangle shapes on the left.



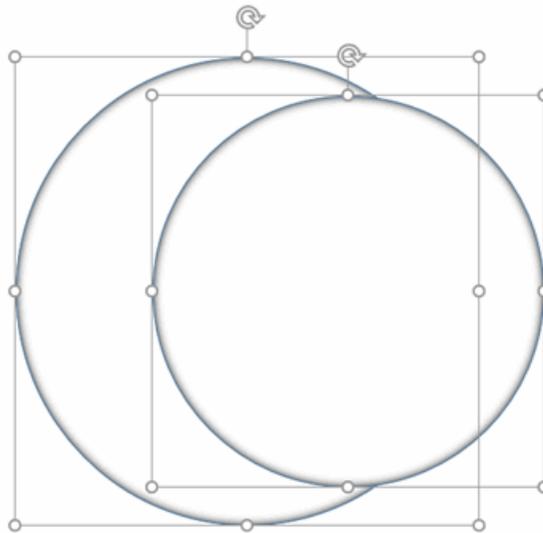
2. Select the **Drawing Tools Format** tab, and in the **Insert Shapes** group, click **Merge Shapes** and choose **Union**.



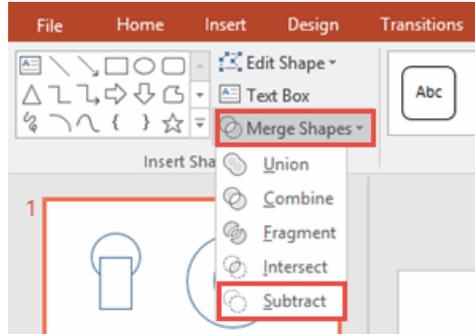
3. The shapes are now combined into one shape resembling a keyhole.



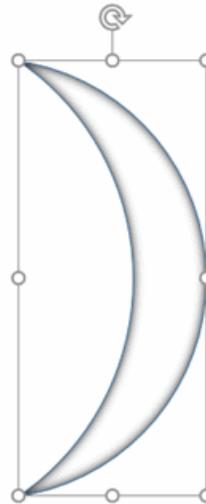
4. Select the two oval shapes on the right.



5. Select the **Drawing Tools Format** tab, and in the **Insert Shapes** group, click **Merge Shapes** and choose **Subtract**.



6. The two shapes have now been combined to resemble a crescent.



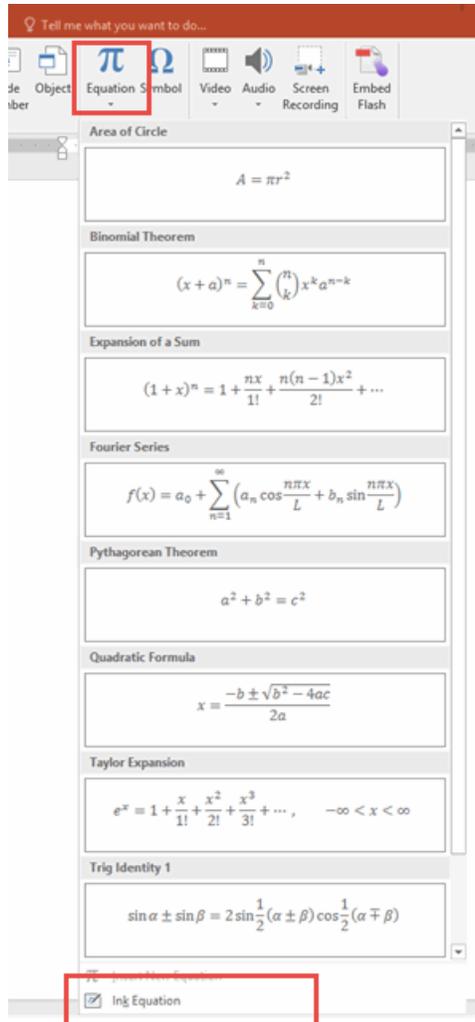
7. Save and close the file.



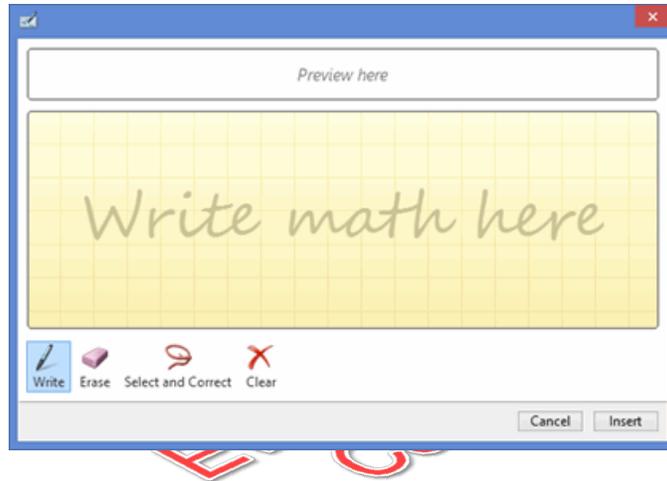
11.2. Ink Equation

If you are using a tablet device, you can now “write” equations using a stylus or your finger and PowerPoint will convert it to text. If you are not using a touchscreen device, you can do the same using your mouse.

1. To use Ink Equations, from the **Insert** tab of the Ribbon, in the **Symbols** group, select **Equation**, and choose **Ink Equation**.



2. A dialog box opens where you can “write” your equation, and then click **Insert** to add it to your slide.



Conclusion

In this lesson, you have learned

- To use the Merge Shapes feature.
- About the Ink Equation feature.

LESSON 12

Cloud

Topics Covered

- The cloud.

Introduction

One of the new features that was new across the Microsoft Office 2013 suite is the ability to save, share, and collaborate with others using the cloud. You can save, share, and access your PowerPoint presentations on SharePoint or OneDrive.

Evaluation
Copy

12.1. Using the Cloud

OneDrive (formerly called SkyDrive) provides account holders with a certain amount of free cloud storage.

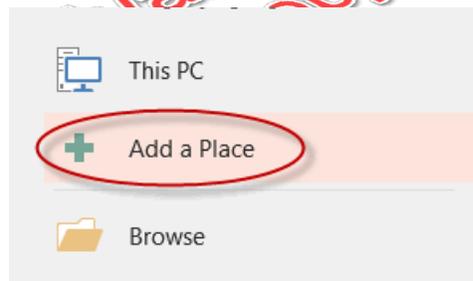
You will need a OneDrive account to perform the following. If you do not have one, go to <https://onedrive.live.com> to sign up.

To save and share a document to OneDrive:

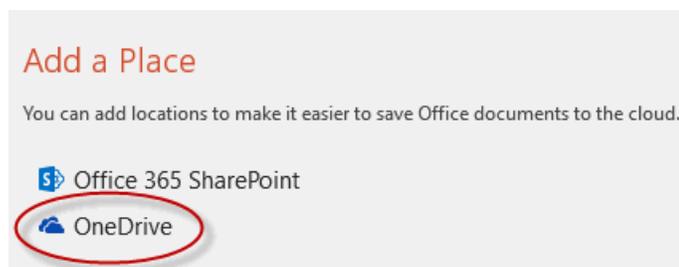
1. Add OneDrive to your list of Places in PowerPoint, by selecting the **File** menu, and then clicking **Save As**.



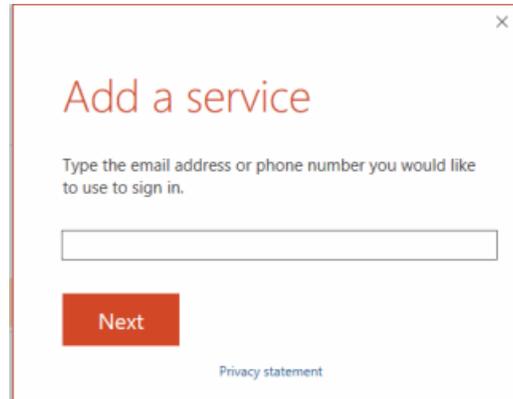
2. Click **Add a Place**.



3. In the **Add a Place** section, select **OneDrive**.



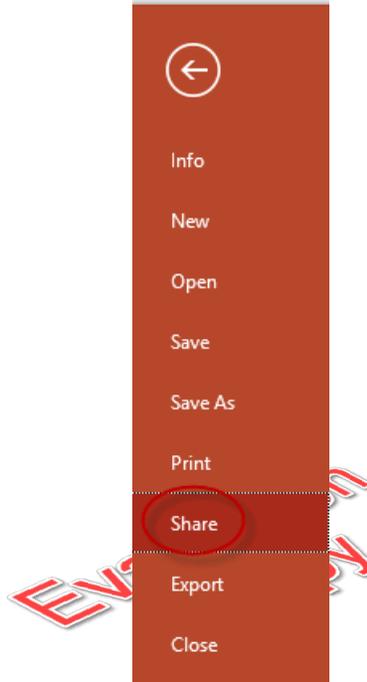
4. In the **Add a service** dialog box, enter your email address and click **Next**.



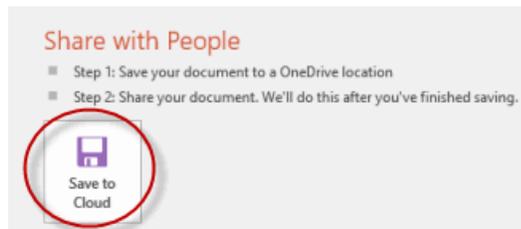
5. Enter your password and click **Sign in**.



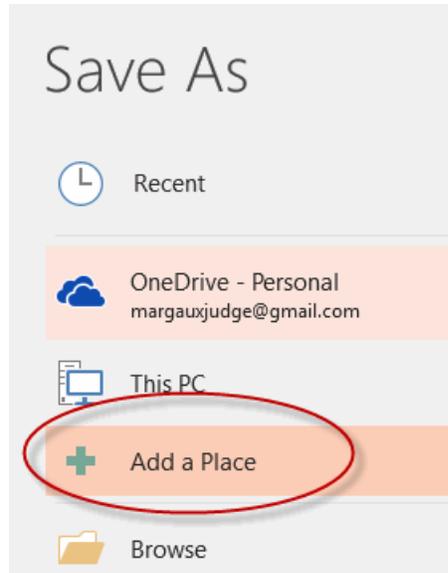
6. To save your document to the cloud and share it, select the **File** menu and click **Share**.



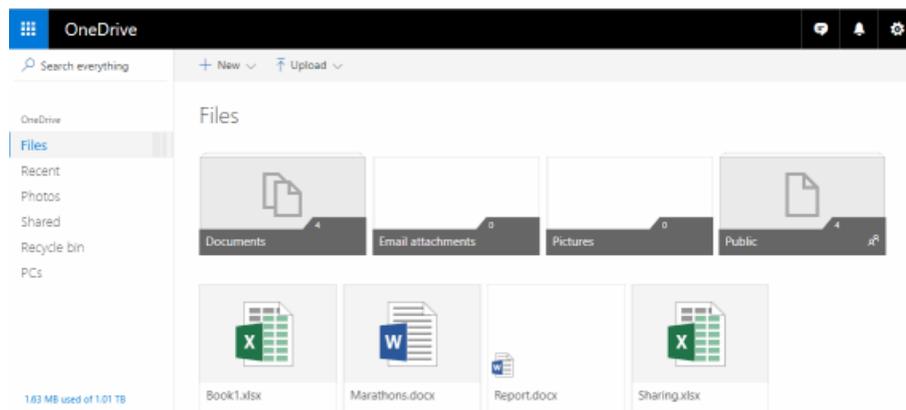
7. Click **Save To Cloud**.



8. In the **Save As** section, click your OneDrive account.

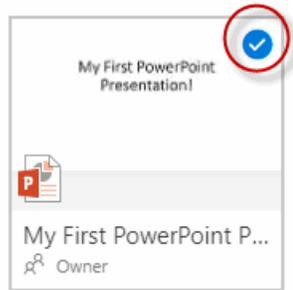


9. Click **Browse** and navigate to the OneDrive folder you want to use, and then name your file and click **Save**.
10. Log in to your OneDrive account in a web browser at: <https://onedrive.live.com/>.

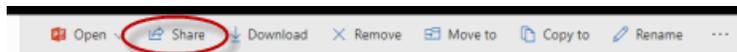


11. Navigate to your file and select the check box.

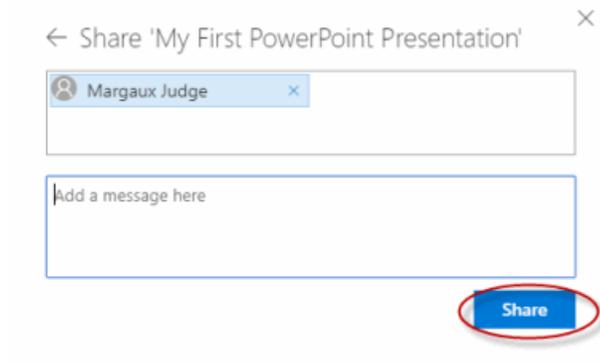
Recent



12. Select **Share**.



13. Type the recipient's email address and a message, if desired. Uncheck the **Recipients can edit** check box if you want to give the recipient read-only access. When done selecting options, click **Share**.



14. Your recipient can now view and change (if you did not uncheck the **Recipients can edit** check box) your presentation.

Exercise 16: Using the Cloud

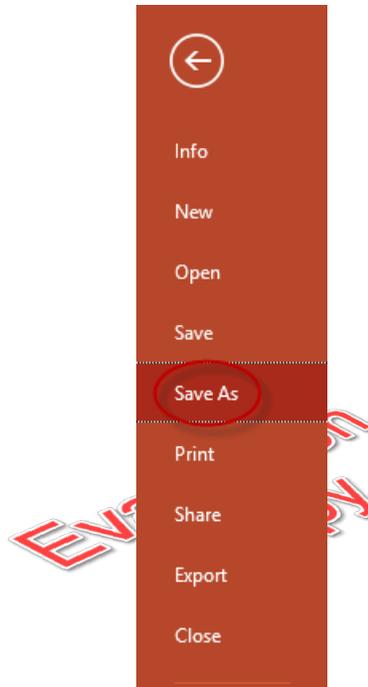
 10 to 15 minutes

In this exercise, you will save a PowerPoint presentation to OneDrive. (To perform this activity, you must have a OneDrive account. To obtain a OneDrive account, go to <https://onedrive.live.com>.)

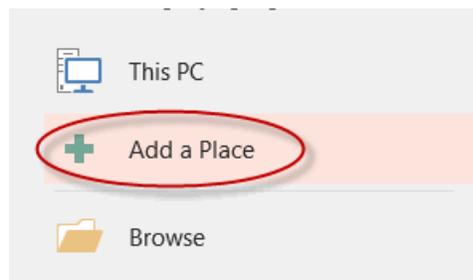
1. Navigate to the PowerPoint2016.2/Exercises folder and open Quarterly Presentation.pptx.
2. Save the presentation to a folder in your OneDrive.

Solution

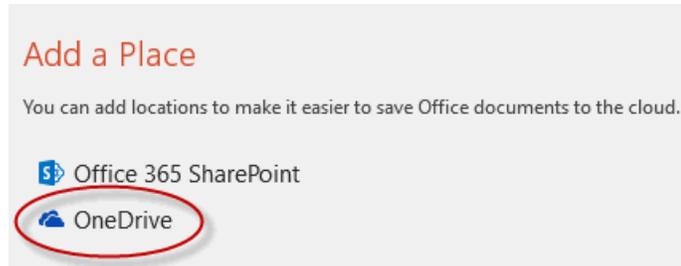
1. Add SkyDrive to your list of Places in PowerPoint, by selecting the **File** menu, and then clicking **Save As**.



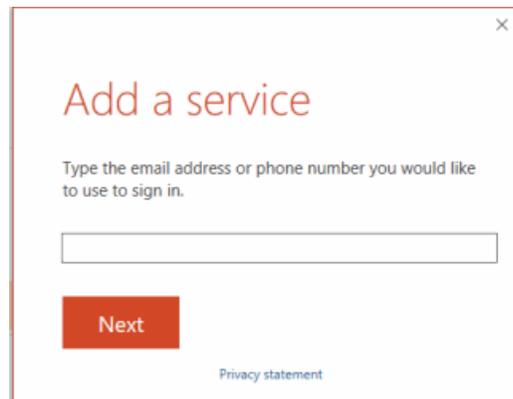
2. Click **Add a Place**.



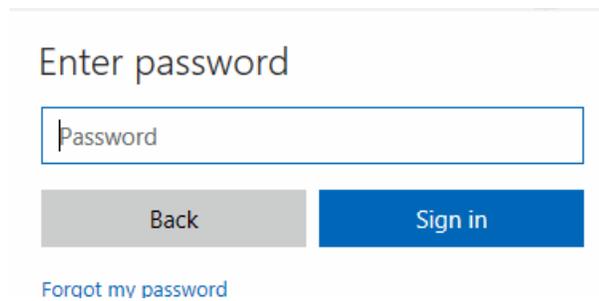
3. In the **Add a Place** section, select **OneDrive**.



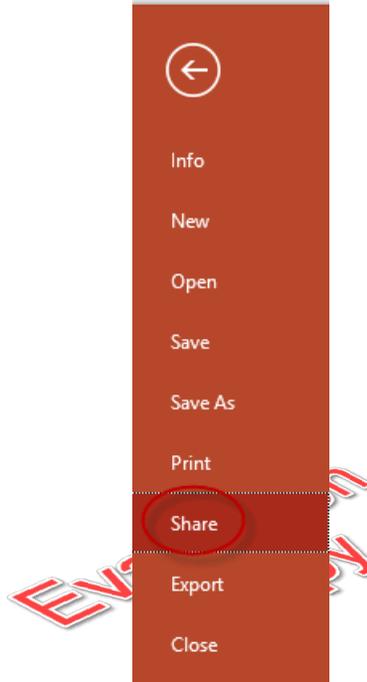
4. In the **Add a service** dialog box, enter your email address and click **Next**.



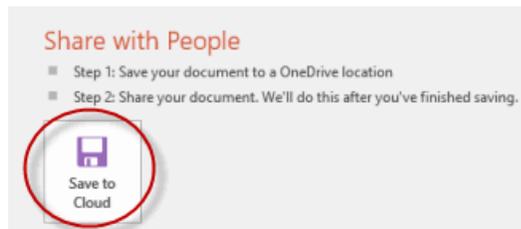
5. Enter your password and click **Sign in**.



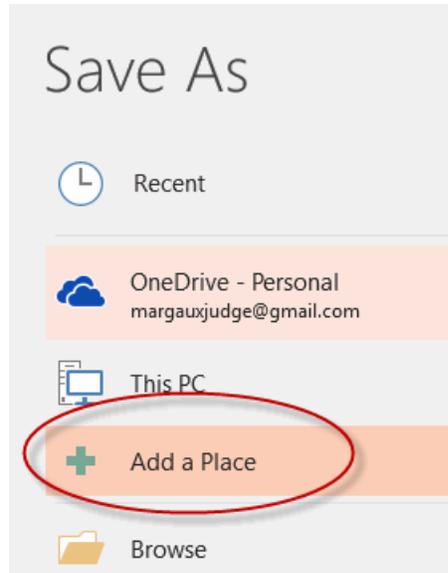
6. To save your document to the cloud and share it, select the **File** menu and click **Share**.



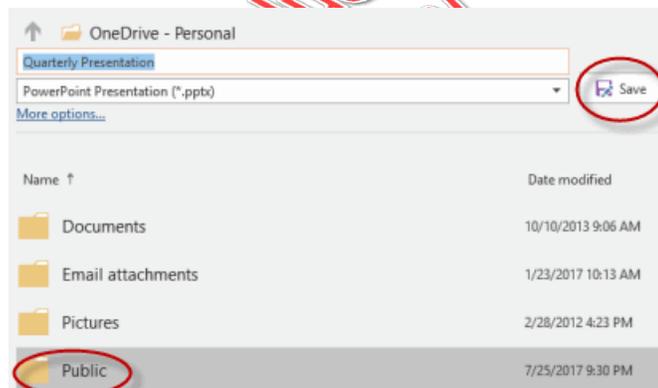
7. Click **Save To Cloud**.



8. In the **Save As** section, click your OneDrive account.



9. Click **Browse** and navigate to the OneDrive folder you want to use, and then name your presentation and click **Save**.



Conclusion

In this lesson, you have learned:

1. How to use the cloud in PowerPoint.